

Job Description



Diocese of Salisbury
Academy Trust
'Beyond expectations for all of God's children'

Job Title: Childcare Worker

Reports To: Child Care Manager/Supervisor

Main Job Purpose: To assist the Child Care Manager/Leader/Supervisor in providing a safe, secure, and stimulating learning environment.

Main Duties:

- Carry out planned activities under the general guidance, direction and supervision of the Child Care Manager/Leader/Supervisor.
- Be a member of a team providing high quality child care provision, and attend meetings as appropriate.
- Contribute to the planning and delivery of a curriculum, which leads towards the meeting of agreed objectives and targets.
- Keep records based as directed by the Child Care Manager/Leader/Supervisor.
- Share responsibility for the care, presentation, display, safety, organisation and appearance of the facilities and equipment.
- Be committed to the principles of equality of opportunity for all.
- Read, discuss, understand and implement all policies.
- Encourage parental involvement and maintain confidentiality.
- Promoting and safeguarding the welfare of children and young people in accordance with the school's safeguarding and child protection policy.
- To fully comply with the Trust's safeguarding policy.
- This job description is not exhaustive and will be subject to periodic review. It may be amended to meet the changing needs of the business. The post-holder will be expected to participate in this process and we would aim to reach agreement on any changes.

Person Specification

| Key criteria | Essential | Desirable |
|--------------------------------------|---|---|
| Education and Qualifications | <ul style="list-style-type: none">• Qualification in English/literacy and mathematics/numeracy, equivalent to at least Level 2 of the National Qualifications Framework• Hold a Level 2 Childcare qualification, or above | <ul style="list-style-type: none">• Willingness to undertake further relevant study or training and be committed to undertaking further development as required |
| Knowledge & Understanding | <ul style="list-style-type: none">• To have a secure knowledge of child development and ways in which children can be encouraged to learn• To have the ability to establish good relationships with children, parents and other staff, communicating clearly and sensitively• To relate well to pupils and adults and work co-operatively with the staff team and with parents to share knowledge and expertise for the benefit of the children• To be aware of the need for confidentiality• To have a commitment to equal opportunities | <ul style="list-style-type: none">• |

| Key criteria | Essential | Desirable |
|-----------------------------|--|-----------|
| Skills and Abilities | <ul style="list-style-type: none"> • Excellent organizational and communication skills. • Knowledge of a range of strategies to establish a purposeful learning environment and to promote good behaviour. • Ability to promote the inclusion and acceptance of all pupils within the classroom. • On a daily basis, under the direction of the Child Care Manager/Leader/Supervisor. adapt activities for individual children and groups of children • Use a variety of techniques to establish supportive relationships with children, parents and carers. • | |
| Working with others | <ul style="list-style-type: none"> • Able and committed to establishing good and productive working relationships with a range of people including pupils, parents and colleagues. • Able to be flexible and respond to changing demands with a positive attitude. • Contact with staff to pass and receive information, advice, guidance, suggestions and ideas • Contact with parents / carers and other agency staff to provide support for pupils, such as giving feedback on children's particular needs. | |
| Personal Attributes | <ul style="list-style-type: none"> • A cheerful disposition and good sense of humour. • Passionate about children's welfare and raising their aspirations. • Committed to upholding the Christian ethos of the school • Understanding of responsibilities in relation to safeguarding and promoting the welfare of Children and Young People | |