

Linaker Primary School and Children's Centre

JOB DESCRIPTION

<u>Post:</u>	Activity Worker / Crèche Support Worker
<u>Grade:</u>	SCP 18 : 21
<u>Hours:</u>	24 hours per week
<u>Responsible to:</u>	Childcare Manager
<u>Responsible for:</u>	To co-ordinate and facilitate play activities in the centre and outreach venues.

JOB PURPOSE

Activity Worker

To co-ordinate and deliver play activities including parent and child groups within the Children's Centre and outreach venues.

To deliver and support the provision of toy library including any related administrative duties.

MAIN DUTIES

1. Support for Children and Families
 - To co-ordinate and deliver an inclusive, stimulating and secure care and learning environment for young children whose parents are accessing Children's Centre services.
 - To facilitate parent and child group activities in line with the Children's Centre priorities.
 - To encourage the active involvement of parents/carers in the development of their children through the use of the Toy Library.
 - To facilitate in the ongoing accurate identification of the individual children's needs in order to inform the planning of the care and development programmes designed to meet those needs within the play activities.
 - To ensure that the Centre provides an inclusive environment that welcomes and accommodates the diversity of cultures within local communities and supports the individual needs of children and their families.

- To demonstrate inclusive and non-discriminatory practice in work with children and families including children with special education or additional needs.
- To work with the Special Educational Needs Co-ordinator as appropriate in order that the needs of children are met effectively.
- To support the delivery of crèche provision when required.

2. Working as a member of a team

- To participate in the appraisal and supervision system in order to receive feedback on personal practice and roles and responsibilities.
- To participate in the overall planning and implementation of the care and development programmes to meet the needs of the individual children and also to be in line with the Early Years Foundation Stage Guidance and Every Child Matters Outcomes.
- To participate in a professional development plan and be willing to access personal and professional development opportunities.
- To request or offer support where appropriate in order to meet the needs of children with disabilities or children with additional care or development requirements.

3. Provision and promotion of high quality play and learning opportunities

- To co-ordinate the provision of inclusive high quality, caring and stimulating environment which promotes the children's development and learning.
- To participate as directed in implementing an effective integrated education and care model that is in line with the Early Years Foundation Stage and the delivery of the Every Child Matters Outcomes.
- To participate in the delivery of a creative and innovative range of play and learning experiences, making full use of indoor and outdoor opportunities.
- To contribute to an environment where children are encouraged to explore and investigate and to direct their own play activities and learning experiences as much as is practical.
- To encourage and advise parents on the use of toys and resources available through the Toy Library and other activities.
- To participate in supporting, monitoring and reviewing the assessment of individual children's needs and the care and development programmes to meet those needs.
- To participate in the sharing of information, guidance or advice on supporting children with special educational needs or additional needs.

4. Support for the Children's Centre / School

- To communicate effectively with staff, parents, Children's Centre colleagues, other agencies and the local community.
- To keep up to date with relevant legislation, policy and practice and to ensure that all OFSTED registration and inspection requirements are met.
- To participate in ensuring compliance with Local Authority / School / Children's Centre policies and procedures relating to Safeguarding Children, Health and Safety, security, confidentiality and data protection.
- Demonstrate commitment to the Children's Centre and School ethos, aims and principles.
- To demonstrate inclusive attitudes and practices to accommodate and support the diversity of the local community.
- To work as appropriate within multi-agency approaches to support achievement and progress of the children in the childcare provision.
- To attend and participate in regular meetings as appropriate. To participate in training and other learning activities as required.
- To establish own best practice in caring for young children in accordance with the standards required in providing high quality integrated early education and childcare.

5. General

- New entrants to Local Government Service will be required to satisfactorily complete a six-month probationary period.

- This job description is a representative document. Other reasonably similar duties may be allocated from time to time commensurate with the general character of the post and its grading.
- All staff are responsible for the implementation of the Health and Safety Policy as far as it affects them, colleagues and others who may be affected by their work. The post holder is also expected to monitor the effectiveness of the health and safety arrangements and systems to ensure that appropriate improvements are made where necessary.
- The Authority has approved a policy on Equal Opportunities in Employment and copies are freely available to all employees.
- Although you will be working in the Children's Centre, you will be a member of staff at Linaker Primary School and Children's Centre and will be employed by the Governors of the school.

PERSON SPECIFICATION

Activity worker

Skills	Essential / Desirable	Method of Assessment
<ul style="list-style-type: none"> • Minimum of three years experience of working with children under the age of five years in a group care setting and providing care and learning opportunities that support and promote children’s development. • Experience of working with parents in group situation. • Ability to build and maintain effective working relationships with children, parents/carers in order to meet individual needs of children. • Ability to work effectively within a team ensuring high quality practice and effective communication. • Good communication, interpersonal and organisation skills. • Ability to liaise with a range of professionals and agencies to support children and families. • Ability to continually develop and extend own professional skills and working practices. • Experience of implementing policies and procedures in accordance with current legislation. • Experience of monitoring, record keeping and report writing. 	Essential	A/I
	Desirable	A/I
	Essential	I
	Desirable	I
	Essential	A/I
	Desirable	A/I
	Desirable	I
	Essential	A/I
	Desirable	A/I
	Desirable	A/I
Knowledge and Understanding		
<ul style="list-style-type: none"> • Knowledge and substantial understanding of the skills and abilities required in providing high quality childcare practice within a group care setting. • Knowledge of Every Child Matters, and the Early Years Foundation Stage. • Knowledge of all aspects of child development and an understanding of the range of factors affecting development. • Awareness of current development and legislation relating to early years education and parenting support. • Awareness of child protection issues, practices and procedures. • Understanding of the importance of motivation and commitment in providing a high quality service for parent and children in group situations • Experience and understanding of other childcare services including out of school and crèche provision. • Awareness of the Sure Start initiatives relating to Children’s Centres. • Understanding of equal opportunities and commitment 	Essential	A/I
	Essential	A/I
	Essential	A/I
	Essential	I
	Essential	I
	Essential	I
	Desirable	I
	Desirable	A/I
	Desirable	A/I
	Desirable	A/I

to inclusion and anti-discriminatory practice and ability to implement these within a childcare environment.	Essential	I
Qualifications and Training		
<ul style="list-style-type: none"> NVQ III or equivalent in Early Years Care and Education. Willingness to participate in relevant training and development. 	Essential	A
	Desirable	I