

Linaker Primary School & Children's Centre

JOB DESCRIPTION

Post: Childcare Practitioner (1 : 1 Support) – Children's Centre

Grade: SCP 14 : 17

Section:

Responsible to: Childcare Manager

Responsible for: Childcare Provision

JOB PURPOSE

- To participate in the delivery of high quality, flexible and affordable childcare within the Children's Centre to meet the needs of the families of that community.
- To participate in providing high quality, integrated early education and childcare and out of school provision in the Childcare Provision
- To provide support for children with special needs (1 : 1) to ensure that they have access to the EYFS
- To participate in the success and improvement of the childcare provision through the line management, guidance and support of staff, trainees and volunteers as appropriate.
- To participate in the delivery of integrated education and care and the implementation of the EYFS within the childcare provision.
- To ensure the childcare practice is based on the delivery of the Every Child Matters Outcomes for Children and meets the requirements of Ofsted outlined in the National Standards for Under Eights Daycare and Childminding.
- To promote equality of opportunity and inclusive policies and practices in all aspects of the work of the childcare provision and the Children's Centre.
- To implement individual programmes for children within their care
- To work in partnership with agencies / bodies involved with the welfare and care of the child e.g. Health, Social Care etc

MAIN DUTIES

1. Support for Children and Families

- To participate in providing an inclusive, stimulating and secure care and learning environment for young children that aims to help children to develop to their full potential.
- To encourage the active involvement of parents/carers and ensure the development of positive and effective relationships between the parents/carers and the childcare practitioners.

- To participate 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.
- To participate in providing 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.

2. Working as a member of a team

- To participate in the appraisal and supervision system in order to receive regular and ongoing support and guidance and constructive feedback on personal practice and roles and responsibilities.
- To participate in the 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 EYFS
- To participate in the key worker system.
- 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 participate in providing inclusive high quality, caring and stimulating environment which promotes the children' development and learning.
- To participate as directed in implementing an effective integrated education and care model that is in line with the EYFS
- 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 participate as directed 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 (where applicable)

- 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 School and 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.

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.
- In this post you will be working in the Children's Centre but will be directly employed by the Governors of Linaker Primary School and Children's Centre. Therefore you will be part of the integrated provision of care and education for children from 0 to 11.

**PERSON SPECIFICATION
CHILDCARE PRACTITIONER – CHILDREN'S CENTRE**

Skills	Essential/ Desirable	Method of Assessment
<ul style="list-style-type: none"> • 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. • 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 organisational 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. • <i>Experience of working 1:1 with a child with additional / special needs</i> 	<p><i>Essential</i></p> <p><i>Essential</i></p> <p><i>Desirable</i></p> <p><i>Desirable</i></p> <p><i>Desirable</i></p> <p><i>Desirable</i></p> <p><i>Desirable</i></p> <p><i>Desirable</i></p> <p><i>Desirable</i></p>	<p>A/I</p> <p>I</p> <p>I</p> <p>A/I</p> <p>A/I</p> <p>I</p> <p>A/I</p> <p>A/I</p> <p>A/I</p>
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 EYFS • Knowledge of all aspects of child development and an understanding of the range of factors affecting development. • Awareness of current developments and legislation relating to early years education and childcare. • Awareness of child protection issues, practices and procedures. • Understanding of the importance of motivation and commitment providing a high quality childcare service • Understanding of the importance working within effective key worker systems. • Experience and understanding of other childcare 	<p><i>Essential</i></p> <p><i>Desirable</i></p> <p><i>Essential</i></p> <p><i>Desirable</i></p> <p><i>Essential</i></p> <p><i>Desirable</i></p>	<p>A/I</p> <p>A/I</p> <p>A/I</p> <p>I</p> <p>I</p> <p>I</p>

services including out of school and crèche provision. <ul style="list-style-type: none"> • Awareness of Sure Start initiatives relating to Children's Centres • Understanding of equal opportunities and commitment to inclusion and anti-discriminatory practice and ability to implement these within a childcare environment. 	Desirable	I
	Desirable	A/I
	Desirable	A/I
	Essential	I
Qualifications and Training		
<ul style="list-style-type: none"> • NVQ II or III or equivalent in Early Years Care and Education • Willingness to participate in relevant training and development 	Essential	A
	Essential	I