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| Page 1 of 7 | JOB DESCRIPTION & PERSON SPECIFICATION | |  |
| Post: | Childcare Support Team | | |
| Last Version Date: | June 2014 | | |
| Version No: | 2 | Version Effective Date: | July 2015 |

Position: Childcare Support Team

Hours: Variable/Adhoc (some evening and weekend work is expected)

Salary: Equivalent to National Minimum Wage

Reports to: Nursery Manager

Base: Octagon Nursery / Fenchurch Nursery

Summary of Purpose

DIGNITY AT WORK:

To show at all times, a personal commitment to treating all customers (children, parents and carers) and colleagues in a fair and respectful way, which gives positive regard to people's differences and individuality (for example their age, gender, ethnicity, sexual orientation, disability or religion) and assists in ensuring equal access to serviced and employment opportunities for everyone.

Goodwin Nurseries and Children's Centres aim to improve the health, well being, learning & development of families with young children before and after birth; ensuring children are ready to flourish when they reach school age by working with parents and carers to improve children's life chances.

The post holder will support the Senior Early Years Practitioners in the provision of high quality childcare and education within a 78 (Fenchurch) or 89 (Octagon) place nursery setting. The role is an opportunity to increase skills, knowledge and experience of Children's Centre and Nursery work.

The post holder will support the Senior Early Years Practitioners within the nursery to meet the varied needs of the children, parents and carers in our childcare provision and to build up excellent trusting relationships with the children and their families using the nursery and the wider Children's Centre.

The post holder will have the commitment to developing their practice through further training and qualifications. They will also hold or be willing to work towards training in Food Safety level 2, Paediatric First Aid (12 hour course) and Hull's Local Safeguarding Children's Board Level 1 course in Safeguarding Children. The post holder will understand their need for this and will show the commitment to renewing these as necessary.

This is a unique opportunity to be part of a development programme that is committed to improving outcomes for children and their families through the delivery of high quality childcare and education and integrated services in the Riverside locality and city wide.

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Main Duties/Responsibilities

The below principal accountabilities are not exhaustive and may vary without changing the character of the job or level of responsibility.

Safeguarding Tasks:

- To promote and safeguard the welfare of children and young persons in accordance with the Childcare Act 2004.
- To be fully aware of potential and actual harm to children, understanding how to deal with safeguarding concerns and the appropriate action to take to protect and support children.
- To follow Goodwin Development Trust's policy and procedure for Safeguarding and Child Protection.
- To fully understand the safeguarding and welfare requirements of the EYFS and ensure they are fully met within the nursery.
- To undertake the Local Safeguarding Children's Board (LSCB) training on Safeguarding Children and to ensure this is kept up to date.
- Maintain confidentiality of information obtained regarding children, families and other staff, which is learned as part of the role. This does not include information concerning protection of children and vulnerable adults which must be shared with the Nursery Manager in line with LSCB guidelines.
- To obtain and maintain a Disclosure and Barring Service (DBS) enhanced check through Goodwin Development Trust and to renew this every three years.
- To ensure the health and safety of all children, families, staff, students, volunteers and visitors by adhering to security procedures as well as Goodwin and Nursery policy and procedures.

Nursery Tasks:

- To fully understand the learning and development requirements of the EYFS and ensure they are fully met within the nursery.
- To establish strong, positive relationships with all children and their families.
- To ensure positive engagement with parents, through the commitment to the key person system, encouraging parents to support and share information about their children's learning and development at home.
- To follow agreed strategies and provide clear guidance for children about what is acceptable behaviour.
- To promote the marketing of the nursery through advertising, open days and working with parents, carers and the Children's Centre Team and family Information Service.
- To liaise with parents, carers, Children Centre staff and other agencies including Ofsted and all other bodies directly involved with the welfare and well being of the children and their families.
- To work as a reliable, enthusiastic and professional member of the nursery team across all Goodwin Children's Centre and other Goodwin sites and in the wider community especially when in uniform.
- To work towards, monitor and review relevant policies, procedures and risk assessments.
- Maintain good hygiene standards, both personal and within the nursery in accordance with Goodwin Health and Safety Department, Nursery policies and Environmental Health.
- To attend a minimum of 75% of all staff meetings.

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- To complete, and renew as needed, all mandatory training to include Food Safety L2, 12 hour Paediatric first aid, manual handling and any other training deemed relevant to the role.
- To attend training relevant to the role and to disseminate this to the rest of the team through taking the lead on staff meetings.
- To contribute to the Early Years Self Evaluation Form, accurately identifying areas of strength and weakness for the nursery and how to move forward.
- To contribute to the local authority quality assurance scheme.
- To identify required resources.
- To identify own strengths and areas of development and to actively seek appropriate support for this.
- To undertake any other tasks which are relevant to the position.

Learning and Development:

- To provide a stimulating, well-resourced and welcoming environment, both inside and outdoors, which supports children's all-round development and emotional well-being; and provides a range of experiences that develop children's independence and cooperation.
- To provide educational programmes that have depth and breadth across all areas of learning and development ensuring you provide interesting and challenging experiences that meet the needs of all children.
- To have a secure knowledge and understanding of how to promote the learning and development of young children and what they can achieve ensuring the quality of your teaching is consistently good.
- Will have high expectations of all children based on accurate assessments of children's prior skills, knowledge and understanding on entry to the setting.
- Will complete regular and precise assessments of children and use these effectively to plan suitably challenging activities.
- Through accurate assessments, to target early identification for individual or groups of children to ensure appropriate interventions are sought and gaps are closing.
- To be involved in the design, implementation, monitoring and reviewing of the EYFS planning, observations and assessments.

General

The above duties may involve having access to information of a confidential nature, which may be covered by the Data Protection Act. Confidentiality must be maintained at all times.

The post holder must be flexible to ensure the operational needs of GDT and partnership organisations are met. This includes undertaking duties of a similar nature and responsibility as and when required.

GDT is committed to safeguarding and promoting the welfare of every child, vulnerable adult and service user and expects all staff and volunteers to share this commitment and participate in training as required. The post holder shall comply with measures that are introduced to ensure

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equality of opportunity and non-discrimination and will be expected to promote and follow all current Goodwin Development Trust policies and procedures.

It is GDT's policy that all staff, volunteers and trustees undergo a Disclosure and Barring Service (DBS) check prior to recruitment and every 3 years thereafter.

The Health & Safety at Work Act (1974) and other legislation places responsibilities for Health & Safety on all employees. Therefore, it is the post holder's responsibility to take reasonable care for the Health and Welfare of him/herself and other employees in accordance with legislation and GDT specific Health & Safety policies and procedures. It is the responsibility of the individual to inform the Health & Safety Department and their line manager (In Strictest Confidence) of any health related issues which could affect their work duties and require measures to be implemented to ensure the post holder can carry out their duties safely.

Where the post holder is disabled every effort will be made to supply all the necessary employment aids, equipment or adaptations to enable him/her to perform the full duties of the job. If however, a certain task proves to be achievable then job redesign will be given full consideration.

It is the responsibility of the individual to inform the Health & Safety Department (In Strictest Confidence) of their medical history and any changes which could affect their work duties.

Person Specification

| Technical Competencies (Experience and Knowledge) (Please also include here qualifications required to carry out the role) | | Essential (E) or Desirable (D) |
|--|--|---|
| T1 | <u>Qualifications & Training:</u> minimum Level 2 (CACHE, BTEC, NVQ or equivalent early years qualification) Willingness to achieve further qualifications Safeguarding training L1 – A Shared Responsibility 12 hour Paediatric First Aid Food Safety Level 2 Further safeguarding training Every Child a talker Programme | D E D D D D D |
| T2 | <u>Experience:</u> Experience working within an Early Years Setting Working knowledge of Early Years Foundation Stage (EYFS) Experience of working with parents, carers, students and volunteers Working towards all policies and procedures Identification and referral of children with additional needs Working knowledge of Ofsted regulations and requirements and Ofsted inspections | D E E E D D |

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| | Experience of reflective practice | D |
| T3 | <u>Skills:</u> Motivation to work with children and young people and vulnerable adults Be able to work as part of a team Able to work independently under the direction of a Room Leader and Management Team Ability to monitor and evaluate children's responses to learning opportunities through observations and planned recording of children's age/stage of development, | E E E E |
| T4 | <u>Knowledge:</u> Knowledge and commitment to safeguarding and promoting the welfare of children and young people and vulnerable adults Knowledge of child development and an ability to remain child focused Knowledge and understanding of Sure Start and Children's Centres Knowledge of Equal Opportunities Knowledge and understanding of the Children's Act & National Services Framework Knowledge of Steps to Quality, Quality Assurance Scheme | E E D D D |
| T5 | <u>Interpersonal & Communication Skills:</u> Ability to form and maintain appropriate relationships and personal boundaries with children and young people and vulnerable adults Ability to communicate verbally and in writing with parents/carers, volunteers, professionals and other agencies | E E |
| T6 | Post subject to an enhanced DBS clearance Able to work shift patterns between 7.30am and 6pm on a regular basis Able to work weekends and evenings occasionally Ability to travel between sites during a normal working day | E E E E |

Mandatory Training Relevant to the Role (Training will be provided)

| Training | Essential | Desirable | N/A |
|--|-----------|-----------|-----|
| Administration & Management of Medicines | | | |
| Breastfeeding Awareness (1 hour or 18 hour) | X (1 HR) | | |
| Case Management Training (RBL) | | | |
| Conflict Management (Managing Aggression & Violence) | | | |
| Customer Services Training | | | |
| Data Protection and Information Sharing | X | | |
| Domestic Violence Awareness | | | |
| Domestic Violence Routine Enquiry | | | |
| Drugs & Alcohol Awareness | | | |
| Equality & Diversity Awareness | | | |

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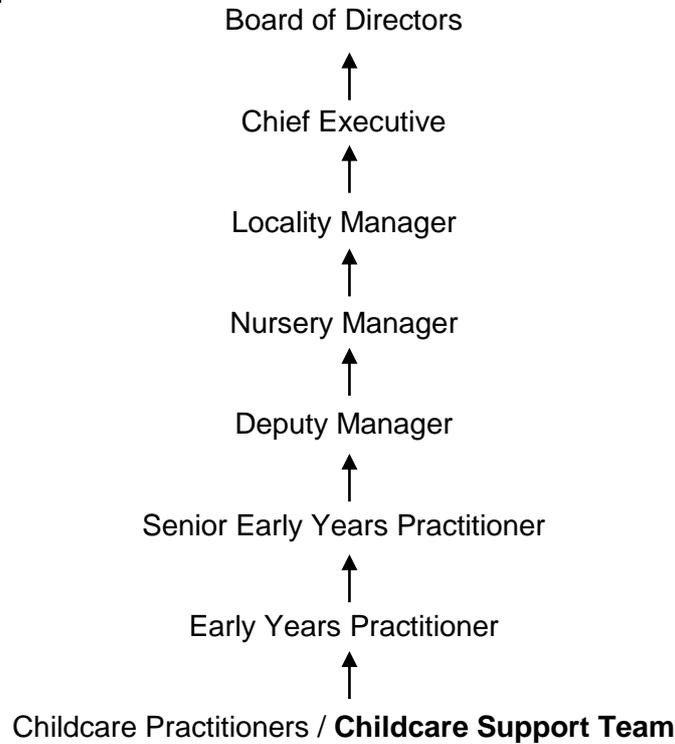


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| Estart Training | | | |
| Explore the Impact of Child Sexual Abuse | | | |
| Explore the Impact of Neglect | | | |
| Family Star Training | | | |
| Fire Safety Awareness / Fire Marshal Training | | | |
| First Aid at Work (3 days) | | | |
| First Aid at Work – Emergency (1 day) | | | |
| First Aid - Paediatric | X | | |
| Food Hygiene Level 2 | X | | |
| Health & Safety Awareness | X | | |
| Health & Safety at Work Level 2 | | | |
| Health & Safety at Work Level 3 | | | |
| Health & Safety COSHH | | | |
| Health & Safety IOSH Directing Safely | | | |
| Health & Safety IOSH Managing Safety | | | |
| Henry Training | | | |
| Induction to Care | | | |
| Infection Control | | | |
| Internal Verifier | | | |
| ITQ Level 1 (IT Qualification) | | | |
| ITQ Level 2 (IT Qualification) | | | |
| Manual Handling | X | | |
| Moving and Handling (Danny's Dream) | | | |
| Medication Awareness | X | | |
| Mental Capacity Act | | | |
| Mental Health First Aid | | | |
| Performance Review Training | | | |
| Reviewer Training | | | |
| Risk Assessment Training | | | |
| Safeguarding Adults | X | | |
| Safeguarding Children Level 1 | X | | |
| Safeguarding Children Level 2 | | | |
| Safeguarding Co-ordinator NSPCC | | | |
| Safer Recruiting | | | |
| Step Stools | | | |
| Supervision Training | | | |
| Systematic Practice | | | |
| Threshold Training | | | |
| Train the Trainer | | | |
| Working with Parents | | | |

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Department Structure



Review Arrangements:

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| The details contained in this Job Description reflect the content of the job at the date it was prepared. However, it is inevitable that over time, the nature of the job may change. Existing duties may no longer be required and other duties may be gained without changing the general nature of the post or the level of responsibility entailed. Consequently, the job description will be revised from time to time and GDT will consult with the post holder at the appropriate time. | | | |
| Version No: | | Version Effective Date: | |
| Name employee: | | | |
| Signature: | | Date: | |
| HR Department: | | | |
| Signature: | | Date: | |