

DIOCESE OF SALFORD

Job Title:	Childcare Assistant – Early Years Practitioner		
Department:	Our Lady & St Hubert’s Playgroup, Great Harwood		
Reports to (job title):	Pre-school Manager		
Accountable to:	Pre-school Manager		
Responsible for:	N/A		
Key Relationships:	Other childcare practitioners at the setting, children and parents		
Location:	Our Lady and St Hubert’s Pre-School, Hallfield Road, Great Harwood, Blackburn, Lancashire, BB6 7SN	Travel Required:	None
Level/Salary Range:	£12 per hour	Position Type:	Part- time, 1-year fixed term contract
Hours of Work:	24 hours per week – 30 minutes unpaid lunch break	Holidays	7 weeks (paid) holiday per annum (inc. bank holidays). There are 7 weeks unpaid holiday throughout the year.
Overview and Job Purpose:			
<ul style="list-style-type: none"> To work as part of the Early Years team to support the children in their learning and development within a safe, secure, exciting, and challenging environment which enables them to experience a wide range of age-appropriate opportunities that will be tailored to meet their individual needs. To provide quality teaching and learning experiences for both child led and adult led activities. To support the manager and deputy manager in their roles. 			
Job Description:			
Main responsibilities:			
<ul style="list-style-type: none"> To be involved in the planning of relevant and appropriate activities, many of which will be child led and ‘in the moment’ planning. Planned activities must be relevant and able to be tracked through observations and assessments. To be part of a team that sets out the room and tidies away at the end of the session. (preparing resources for activities). To be an effective key person to your group of children. Making observations, recording and tracking a child’s progress. Getting to know your children very well and recognising each child’s needs and ensuring that they are met by offering an appropriate level of stimulation and support. 			

- To be a good role model in all that you do.
- To liaise closely with parents and carers and other outside agencies as appropriate.
- To attend training courses, staff meetings, supervision and appraisal meetings regularly as required.
- To be able to work within the requirements of the EYFS.
- To be able to bring appropriate ideas to the setting and be able to follow these through, using available resources. This should be done in collaboration with other staff.
- To provide quality teaching and learning opportunities for the children in order to move learning and development forward and close any gaps that may have been identified.
- To be able to complete all necessary paperwork related to EYFS. Observations, assessments, planning, tracking, next steps, summaries and reports, any transition documents, and any other relevant paperwork for SEND.

PERSON SPECIFICATION

	<i>Essential</i>	<i>Desirable</i>
Qualifications and training:	<ul style="list-style-type: none"> • Full and relevant Level 2 or above qualification in childcare • An up-to-date Paediatric First Aid certificate 	<ul style="list-style-type: none"> • An up-to-date Level 1 safeguarding certificate
Experience:	<ul style="list-style-type: none"> • Experience of working in an EYFS setting • Experience of working with children with additional needs 	
Knowledge, skills, and abilities:	<ul style="list-style-type: none"> • Demonstrable knowledge and understanding of the EYFS in its entirety • Good levels of literacy and numeracy as the job requires you to be able to complete a wide range of paperwork systems • A good understanding of the settings policies and procedures and be able to put them into daily practice. • An effective communicator with sound interpersonal skills as you will be required to work with the children, 	

	<p>parents/carers, other childcare professionals and outside agencies</p> <ul style="list-style-type: none"> • The ability to treat any information relating to anything you have seen, heard or read relating to the children and their family, with complete confidentiality • The ability to work as part of an effective team • Maintain the professional image of the setting at all times (even when off-site) • To have the required training and understanding of all the safeguarding policies and procedures and be able to record and discuss any concerns with your line manager • An ability to voice any relevant concerns about any aspect of the role which is being compromised for whatever reason to the Setting Manager or Deputy 	
<p>Personal qualities:</p>	<ul style="list-style-type: none"> • Commitment to inclusion and equal opportunities • Willingness to keep up to date with all new legislation • Willingness to continue with professional development 	
<p>Other requirements:</p>	<ul style="list-style-type: none"> • This post is subject to an Enhanced Disclosure by the Disclosure and Barring Service and the barred list will be checked for working with children. • All employees of the Diocese are expected to work to 	

	<p style="text-align: center;">promote the safeguarding of vulnerable groups.</p>	
<p>The above description is not intended to be an exhaustive list but to indicate the main responsibilities of the post. It may be amended from time to time, after consultation with the post holder. Any changes will be agreed in conjunction with the Setting Manager.</p>		
<p>Other Information:</p> <p><u>References and Reports</u></p> <ul style="list-style-type: none"> • Two professional references will be required. • This post is subject to an Enhanced Disclosure by the Disclosure and Barring Service and the barred list will be checked for working with children. All employees of the Diocese are expected to work to promote the safeguarding of vulnerable groups. <p>Health and Safety: All employees are required to take reasonable care of their own health and safety and that of others who may be affected by their acts or omissions.</p> <p>Confidentiality: During their employment, the post-holder may gain knowledge of confidential matters which may include personal or business-related matters. Such information must be considered with high levels of confidentiality and must not be discussed or disclosed. Failure to observe confidentiality could lead to disciplinary action.</p> <p>Data Protection: Where it is a requirement of the role, the post holder will have access to computers and other information technology. He/she will be required to ensure that appropriate security procedures are followed and that confidential information such as passwords are not communicated to unauthorised individuals.</p> <p>Safeguarding: The Diocese of Salford is committed to safeguarding all children and vulnerable groups at risk within its community. The Diocese aims to embed a culture of safeguarding to prevent abuse and to provide support to individuals who have been hurt by abuse, taking the necessary actions to reduce the likelihood of further harm. All diocesan employees are expected to contribute to the creation of a safe environment, challenge inappropriate behaviours and report concerns in line with procedures.</p> <p>In fulfilling the duties of this role, the post holder will come into contact with children and may come into contact with vulnerable adults. Therefore, they must adhere to diocesan safeguarding procedures.</p> <p>Environment: The Diocese of Salford is committed to creating an environmentally sustainable diocese and encourages employees to grow their knowledge and understanding of what it means to be responsible guardians and exercise good stewardship of resources.</p> <p>Probationary period: This position is subject to completion of an initial probationary period of three months.</p> <p>All Diocesan employees are always expected to work with the highest standards of conduct. Maintaining respect and dignity for colleagues, clergy and visitors is essential. Employees are also expected to support the creation of a warm, pleasant, and hospitable working environment.</p>		

Compiled By:	Simon Smith	Date:	July 2024
Reviewed By:		Date:	

I accept and agree with the details contained in this job description.			
Signed by Employee:		Date:	
Signed by Employer:		Date:	

<p>I hereby declare that I have received and understood the procedures on how to deal with allegations or concerns of abuse and will comply with the Church's Safeguarding Policies and Procedures which can be accessed via: http://www.catholicsafeguarding.org.uk/national-safeguarding-standards/national-safeguarding-policy</p> <p>I commit to completing the mandatory Educare E-Learning modules in relation to safeguarding within my first two months of employment.</p>			
Print Name:		Date:	
Signature:		Dept/location:	

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