

Newlands Community Primary School

Job Description



Department:	Education
Job Title:	Childcare and Education Group Assistant
Grade:	5
Base/Location:	Newlands Primary School
Responsible To:	Childcare and Education Group Leader
Responsible For:	<i>(Jobs supervised where applicable).</i>
Key Relationships/ Liaison with:	Childcare and Education Group Co-ordinator EYFS Leader Business Manager

Job Purpose
<ul style="list-style-type: none"> To assist in the provision of the care, safety and learning of the children.

Main Duties and Responsibilities	
1.	<p><u>Children’s Care</u> Ensuring the well-being, safety and security of the children. Helping in setting up and clearing away. Maintaining records as directed.</p>
2.	<p><u>Children’s Learning</u> Assisting in the planning and implementing a multi-cultural play curriculum to stimulate children’s interest in learning. Assisting the monitoring the quality of learning. Assisting in the monitoring and recording of children’s development. Assisting in planning in relation to Ofsted early learning goals (the desirable learning outcomes).</p>
3.	<p><u>Management, Organisation and Administration</u> Working as a member of the team. Assisting in administration and organisation as required, including fee collection. Ensuring the Children Act and Ofsted requirements are complied with. Operating within the group’s policy framework, particularly in relation to health</p>

and safety, child protection and equal opportunities.
Liaison with parents/carers and other staff to ensure children are welcomed and supported.
Participation in appropriate professional staff development and training.
Other such duties in relation to the job purpose that are from time to time required.

Special Factors

- The nature of the work may involve the jobholder carrying out work outside of normal working hours.
- The postholder may be required to attend, from time to time, training courses, conferences, seminars or other meetings as required by his/her own training needs and the needs of the service.
- This post is eligible for a DBS check under the Rehabilitation of Offenders Act 1974 (Exceptions) Order 1975 (i.e. it involves certain activities in relation to children and/or adults) and is defined as regulated activity under Part 1 of the Safeguarding Vulnerable Groups Act 2006. Therefore a **DBS enhanced check for a regulated activity (includes a barred list check) is an essential requirement.**

This job description sets out the duties and responsibilities of the job at the time when it was drawn up. Such duties and responsibilities may vary from time to time without changing the general character of the duties or the level of responsibility entailed. Such variations are a common occurrence and cannot in themselves justify a reconsideration of the grading of the job.

Leicestershire County Council is seeking to promote the employment of disabled people and will make any adjustments considered reasonable to the above duties under the terms of the Equality Act 2010 to accommodate a suitable disabled candidate.

Newlands Community Primary School

Person Specification

Department:	Education
Job Title:	Childcare and Education Group Assistant
Grade:	5

	Essential	Desirable	How assessed
<u>Qualifications</u>			
NVQ 2 qualification or equivalent.	✓		Doc/Int
Or Demonstrable experience identified within the section below.	✓		Ref/Int
<u>Experience</u> Experience of working with children under five in informal or formal settings	✓		Ref/Int
<u>Knowledge</u> Knowledge of good practice in under fives care and education.	✓		App/Int
Knowledge of requirements of the Children Act.	✓		App/Int
Knowledge of Ofsted requirements	✓		App/Int
<u>Skills and Competencies</u> Personal organisation. Good communication skills. Good team worker.	✓ ✓ ✓		App/Int Ref/Int
<u>Other Requirements</u> An understanding of, and commitment to Equal Opportunities, and the ability to apply this to all situations.	✓		App/Int
Must be able to perform all duties and tasks with reasonable adjustment, where appropriate, in accordance with the provisions of the Equality Act 2010	✓		Med

Key:

App = Application Form

Test = Test

Int = Interview

Pre = Presentation

Med = Medical Questionnaire

Dc = Documentary Evidence (E.g., Certificates)
