

JOB DESCRIPTION

Job Title: Qualified Childcare Worker

Salary Grade: Support staff Grade C

Accountable to: Head Teacher

Post Objective

To ensure high quality inclusive care and education for all children within the 2 year old or 3 and 4 year old nursery. To plan, deliver and evaluate quality learning activities using appropriate resources.

To promote the school's vision, values and aims in the provision of a safe, stimulating and high quality environment catering for young children's educational and developmental needs.

Other Considerations

It is essential that the post-holder takes all reasonable steps to ensure they positively contribute to their own continuous development.

Confidentiality must be maintained at all times, unless safeguarding concerns prevent this.

PRINCIPAL DUTIES AND RESPONSIBILITIES

Pupil Care and Development responsibilities

1. In conjunction with the Nursery Manager/Phase Lead teacher, contribute to the development, planning, delivery and evaluation of learning programmes for individuals and groups of children.
2. Provide exciting and stimulating experiences for individuals and groups, in accordance with the Statutory Framework for the Early Years Foundation Stage curriculum, in both inside and outside environments.
3. To liaise and communicate with parents as a powerful role model empowering parents, giving advice and guidance in supporting their child's learning.
4. To keep abreast of new initiatives for two, three and four year olds.



"Arboretum is a good school"
OFSTED December 2017



5. Ensure electronic Learning Journals are completed and shared for all children, as appropriate.
6. Track children's achievements using the school tracking system.
7. Assist children with language development, using different strategies and programmes to promote language development.
8. Provide a secure, caring and enriching environment for children, promoting self-esteem and encouraging acceptance, respect and inclusion.
9. Ensure the principles of Communication Friendly Spaces are implemented in the Nursery.
10. Provide developmental support for children with additional needs and liaise with family as appropriate.
11. To help in maintaining and developing effective communications and links with parents and to provide positive responses to concerns and problems regarding their child's education and wellbeing.
12. Support children's transition into and out of designated settings.
13. To participate in internal monitoring and review across the Nursery, actively seeking and implementing improvements, aiming for outstanding provision.
14. To clean resources and rooms at the end of each session, ensuring these resources are maintained to a high standard.
15. Ensure all policies, procedures, statutory requirements and the Early Years Foundation Stage curriculum are implemented and adhered to at all times.

Accountability

The post-holder will be responsible to the Foundation Stage Phase Leader (3 and 4 year old nursery) or Nursery Manager (2 year old Nursery) and the Head teacher.

This is not a complete statement of all duties and responsibilities of this post. The post-holder may be required to carry out any other duties as directed by the Head Teacher or Deputy Head Teacher, however the responsibility level should not exceed those outlined above.