

**SALTNEY SMALL STEPS PLAYGROUP**

**JOB DESCRIPTION AND PERSON SPECIFICATION**

**Job Title:** Playgroup and Childcare Assistant

**Reports to:** The Trustees of Saltney Small Steps Playgroup and Playgroup Manager

**JOB DESCRIPTION**

# Overall Responsibility

* To assist the manager in the day to day running of the setting, providing high quality education and childcare; ensuring that it is a safe, secure, and nurturing environment for children to learn and develop.
* Assist with the planning process and be responsible for uploading observations onto Seesaw.
* Liaise with staff and manager on children’s needs and progress development.
* To work as a team and be able to take leadership duties on occasions, being responsible for staff and children.
* Have good communication skills and be able to build good working relationships with parents/carers. To fulfil legal and statutory requirements, contribute to and implement Playgroup policies; in addition to acting as a key worker for a group of children and communicating progress on a regular basis with their parents.

# Main Duties

* To ensure that the Playgroup/Playgroup Plus is a safe environment for children, that equipment is safe, standards of hygiene are high, and safety procedures are implemented at all times.
* To set up Playgroup/Playgroup Plus activity equipment before the children arrive at the playgroup and tidy away equipment at the end of the playgroup session.
* To lead on Playgroup/Playgroup Plus activities and offer appropriate stimulation and support to the children.
* To work closely with the children, other members of staff and parents.
* To ensure there is a good, happy and positive atmosphere at all sessions.
* To take time to listen and respond to children, encourage participation and support them in their development.
* To maintain equality of opportunity for all children within the playgroup.

# The children

* To be the key person for a group of children at the playgroup, to be responsible for those children and to ensure that their progress is regularly observed and effectively assessed. You will be expected to celebrate the child’s achievements with their parents/carers and work together with them to provide appropriately for their child’s wellbeing, enabling them to make progress.
* To communicate with parents/carers, informing them about the playgroup and its curriculum, exchanging information about their child’s progress and encouraging parental involvement.
* To follow guidelines and procedures for child protection as recommended by the registering authority; report any accidents or incidents to the playgroup Manager.
* To change the nappies of smaller children, if required.

# Records and Planning

* To participate and help with the drawing up of daily, weekly and monthly programmes of activities and events in accordance with desirable learning outcomes, as defined by the Foundation Phase framework, and to monitor the effectiveness of the pre-school learning environment.
* To ensure records are properly maintained, such as: daily attendance register, accident & incident report books.
* To read and be familiar with the Playgroup’s policies and the statutory requirements for sessional care.
* To contribute to, suggest changes and implement all playgroup policies and procedures.
* To attend staff meetings and planning sessions as required.
* To maintain documentation in accordance with Data Protection Act.
* To keep confidential any information regarding children, their families or other staff members.

# Health & Safety and Legal

Support the Playgroup Manager to:

* Ensure that all security systems are fully operational and access is denied to unauthorised personnel.
* Ensure that all risk assessments are up to date, and fire drills are carried out on a regular basis and recorded accurately and promptly.
* Bring any problems to the attention of the Responsible Individual.
* Have a clear knowledge of procedures to be followed in case of emergency e.g. Fire, and accident, completing and submitting relevant paperwork.
* Oversee all medication administration within the Playgroup following medication policy.
* Operate high standards of cleanliness and hygiene within the playgroup.
* Ensure that staff carry out appropriate indoor and outdoor equipment checks.

# Other Agencies

* To liaise with the CIW, social services and other professionals as necessary and ensure that all legal and statutory requirements are implemented.

**Training**

* To undertake training courses and practical training as required.

# PERSON SPECIFICATION

|  |  |  |
| --- | --- | --- |
|  | **Essential** | **Desirable** |
| **Education and Qualifications** | * Good numeracy and literacy skills * Level 3 Childcare or Early Education Qualification | * Good digital literacy skills * Proficiency as a Welsh speaker |
| **Training and**  **Professional**  **Development** |  | * First Aid * Foundation Phase training * Safeguarding * Any other training relevant to the age group and setting |
| **Experience** |  Playgroup or Early Years’ experience and understanding of child development. |  Experience of working with children with additional learning needs i.e. ASD, ADHD, social communication, SALT and behaviour needs. |
| **Knowledge and Skills** | * Effective use of ICT to support learning * Understanding of relevant policies/codes of practice and awareness of relevant legislation * General understanding of current national/foundation phase curriculum and other basic learning   programmes/strategies   * Basic understanding of child development and learning * Ability to self – evaluate learning needs and actively seek learning opportunities * Work constructively as part of a team, understanding the setting’s roles and responsibilities and your own position within these. | * Knowledge and understanding of CIW national minimum standards. * Understanding of a variety of additional learning needs including ASD, ADHD, social communication, SALT and behaviour needs. * Understanding of the importance of good emotional wellbeing and mental health of both children and adults. |
| **Personal Attributes** | * Enthusiasm, patience and flexibility  Strong communication skills * Be productive and show initiative. * Ability to relate well to children and adults * Commitment to ongoing professional development * Committed to supporting the emotional health and wellbeing of our children and staff. * Be happy to work outside and get messy! |  |