

### **SALARY**

£16,009.50 per annum

### **HOURS**

37.5 hours per week. The position will be part of a flexible shift pattern during the hours of 7:30am – 6pm

### **Fixed term Contract**

Maternity cover

### **JOB CONTEXT**

This post has been introduced to support the development of the early year's provision in our setting. The successful candidate will have an Early Years Qualification to at least level 3 or equivalent. Qualities essential to the post are enthusiasm, motivation, dedication and a joyful passion to work with babies and young children.

### **JOB PURPOSE**

To work in the Wingate Childcare team as a key person, offering high quality care and learning experiences for babies and young children.

### **DUTIES AND RESPONSIBILITIES**

To contribute to the delivery of high quality Childcare;

- To meet the Ofsted standards of Early Years provision on a daily basis.
- To meet the needs of children and provide appropriate opportunities for all children.
- To work within the EYFS framework and be aware of the foundation stage curriculum.
- To contribute to a safe, secure and stimulating environment for all children.
- To establish relationships with parents/carers, keeping them updated with their child's progress and achievements, highlighting any concerns.
- To participate in planning and preparation and carrying out appropriate activities for children.
- To undertake any training deemed necessary by the Manager and to be pro-active in your professional development.
- To respect confidentiality within and outside of the setting.
- To be aware of and implement the company's policies and procedures.
- To work in partnership with colleagues within the setting and other professionals and external agencies.
- To participate in the daily preparation of childcare before the children arrive and clearing up for the next session.
- To support children during meal times and participate in the daily preparation of meals, snacks and drinks.
- To act as mentor to Childcare Students and contribute to their assessments, as required.

- To participate in professional discussion and meetings as necessary with other staff and support the planning of the Early Years Foundation Stage curriculum and the monitoring, assessment and observation of individual children.
- Work with the Manager as and when necessary regarding children's development files, displays, planning, room set up.
- To have an understanding of children with special educational needs including those at risk. To contribute to and support appropriate strategies to address each child's individual needs.
- To work within the Company's guidelines at all times, with particular reference to safeguarding and child protection, equal opportunities, special educational needs, behaviour management and health and safety.
- To assist in any other extra duties as and when required by the Manager.

This Job description outlines the main activities of the post holder. It is not meant to be, nor is it, an exhaustive or exclusive list of specific duties and responsibilities. The post holder will be expected to undertake any duties which could reasonably be considered within the remit of the post. These might be a result of changes in legislation, regulations, working practices, methods, procedures and reviews as directed from time to time.