

JOB DESCRIPTION & PERSON SPECIFICATION

Group:	COMMUNITY AND CHILDREN'S SERVICES
Division:	Children's Services
Section:	
Sub Section:	Children and Young People's Service
Post Title:	Day Nursery Childcare Worker
Vision Post Number:	
Grade:	4
Responsible to:	Day Nursery Supervisor
Posts Reporting to this Post:	
Team:	
DBS Required Level:	Enhanced
Location:	Day Nursery Pontypridd
Date of Description:	December 2020

KEY OBJECTIVES

The childcare worker will be expected to assist the setting supervisor and deputy supervisor in providing good quality care and activities for the children who attend the setting. A knowledge and understanding of child development, early years education and play provision is essential, together with relevant experience and/or qualifications in the field of childcare appropriate to the post.

SPECIFIC RESPONSIBILITY

1. The postholder will prepare and develop specific activities and use play as the means in which the individual child's developmental needs will be identified and met.

2. To recognise own strengths and areas of specialist expertise and use these to advise and support others, whilst being committed to working as part of an enthusiastic team.
3. The postholder will be responsible for liaising with parents, their families and other professionals when appropriate.
4. To support the supervisor and deputy supervisor in all aspects of record keeping, assessment and planning.
5. To take the responsibility of key worker to a group of children as directed by the supervisor.
6. To adhere to all day nursery and Flying Start policies and procedures, rotas, routines and assessment tools.
7. To have sound knowledge of the setting and Council's safeguarding procedures and apply them as necessary to keep the child, themselves and other staff safe.
8. To ensure that all children are cared for during their stay at the setting.
9. Help prepare and tidy up before and after sessions. Whilst ensuring all play equipment is checked for breakages and discard or repair accordingly.
10. The postholder will demonstrate commitment to follow all Rhondda Cynon Taff CBC policies and procedures in addition to those specifically written for the setting. This includes equality and diversity, administering medication, administering first aid, nappy changing etc.
11. To monitor and consult with children regularly to provide a child centred environment.
12. To provide feedback to parents/carers in relation to their child's progress and achievements.
13. Attend relevant training and take responsibility for personal development.
14. Participate in regular supervision with their line manager.
15. Adhere to all Care Inspectorate Wales (CIW) National Minimum Standards applicable to the service.
16. The postholder will promote and guide positive behaviour at all times, establish productive working relationships with the children, act as an excellent role model and set high expectations.



To carry out health and safety responsibilities in accordance with the Division's Health & Safety Responsibilities document.

To undertake such other duties and responsibilities commensurate with the grade, as may be reasonably required by the Service Director, or as a mutually agreed development opportunity.

THE CONTENTS OF THE DOCUMENT WILL BE SUBJECT TO REVIEW FROM TIME TO TIME IN CONSULTATION WITH THE POST HOLDER. JOB DESCRIPTIONS MAY BE AMENDED TO REFLECT AND RECORD SUCH CHANGES.

Protecting Children and Vulnerable Adults is a core responsibility of all staff. All safeguarding concerns should be reported to the Cwm Taf Multi-Agency Safeguarding Hub (MASH).

PERSON SPECIFICATION

This Person Specification sets out the knowledge and/or qualifications, past experience and personal competencies that would be ideal for this particular post.

The **Knowledge/Qualifications and Experience** sections describe what is required in terms of the technical ability that is needed to do this job successfully.

The **Competencies** section describes the kinds of non-technical skills, abilities and personal characteristics that the ideal person for this particular role would have. The competencies describe how that person would ideally work with other people and how they would approach their responsibilities.

The **Special Conditions and Professional Requirements** section describes any other qualities appropriate to the particular circumstances associated with this role.

ATTRIBUTE	ESSENTIAL	DESIRABLE
KNOWLEDGE/ EDUCATION	<p>Appropriate professional qualification Level 3 or above in Childcare.</p> <p>Knowledge of Child Development.</p> <p>Welsh Language Level 1 - All employees will be required to undertake a basic Welsh Language Induction to reach this level. Please refer to The Welsh Language Skills Guidance online www.rctcbc.gov.uk/WelshSkills.</p>	<p>First Aid Certificate</p> <p>Welsh Language Level 2 to Level 5. For details on the levels please refer to The Welsh Language Skills Guidelines, which can be found in the Welsh Services section of the RCT Council Website.</p>
EXPERIENCE	Experience of working in an Early Years setting directly with children.	
COMPETENCIES		
Working with Team Members	<p>Contributes to a strong team spirit of shared responsibility and co-operation.</p> <p>Is supportive and empathic.</p>	

Communicating Effectively	<p>Communicates clearly and concisely.</p> <p>Uses style of language that others (e.g. children, young people, community representatives, managers, professionals), can clearly understand.</p>
Looking After the Service Users' Best Interests	<p>Listens to the views of the service user, and includes those involved with the service users, to define the best ways forward.</p>
Earning Service Users' Trust	<p>Clearly explains the boundaries in relation to the information obtained and information sharing, in relation to the confidentiality policy.</p> <p>Maintains clear professional boundaries whilst demonstrating a clear understanding of the Service Users' issues.</p>
Working with Change	<p>Is willing to try new ways of working and is flexible to them.</p> <p>Has creative and different ideas about how to move things forward in service areas.</p>
Achieving Results	<p>Is willing to go 'above and beyond' to exceed expectations.</p> <p>Is flexible, can switch tasks/roles/priorities to deal with new demands, changes or new information.</p>
Encouraging Professional Development	<p>Keeps professional development (CPD) up to date.</p> <p>Participates in regular reviews and supervision to identify goals and areas for development.</p>
Complying with Health and Safety (H&S)	<p>Is aware of all relevant H&S procedures.</p> <p>Puts measures in place that minimise risk of incidents.</p> <p>Always reports any risks or incidents to the correct people.</p>
SPECIAL CONDITIONS AND PROFESSIONAL REQUIREMENTS	<p>Able to work flexible hours (morning and afternoon shifts).</p> <p>Relief cover on a needs led basis.</p> <p>Postholders will need to travel to a number of different settings within the authority, therefore, the ability to travel throughout the county borough would be advantageous.</p>