

JOB DESCRIPTION: Crèche Assistant

LINE MANAGER: Key Stage Leader, Salwa

SALARY: TA Scale

**JOB PURPOSE:**

To organise an after-school hours crèche in which the children are provided with a variety of activities. Provide activities that cover all the major areas of development – physical, emotional and intellectual. To ensure that the parents are aware of any issues to do with the Creche.

**RECRUITMENT CRITERIA**

* An understanding of child development
* Basic understanding of the National Curriculum for England and specific knowledge of a particular Key Stage or subject area
* Familiarity with age-related expectations of students, the main teaching methods and the assessment framework in the age range or subjects in which they are involved
* Awareness of the key factors that can affect the way students learn
* An understanding of the aims, content, teaching strategies and intended outcomes for the lessons in which they are involved and an understanding of the place of these in the related teaching programmes
* Be familiar with health and safety issues and positive behaviour management plans
* Good numeracy and literacy skills
* Ability to effectively use ICT to support teaching and learning
* NVQ 2 for Teaching Assistants or equivalent qualifications/experience
* Excellent organisational skills
* Good communication skills
* Self-motivated and initiative in abundance

**KEY EXPECTATIONS**

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| * To provide activities both of an outside and indoor nature, physical and mental. |
| * To monitor the physical health of the children, to promptly report suspected cases of ill health to the school medical department and to act on their recommendations |
| * Keep a register of attendance, emergency contact numbers and the organisation and person name for child pick-up |
| * Audit and develop the resources |
| * IT proficiency in order to access information and create and keep the necessary records |
| * Ensure that the Crèche Premises and staffing levels adhere to safety regulations and have suitable and adequate supplies of toys and other equipment. To request upgrading and improvement, if required, through the school’s staffing, maintenance and equipment budget. |

**JOB ACCOUNTABILITIES**

* Establish constructive relationships with students; and interact with them according to their individual needs
* Set challenging and demanding expectations, which promote self-esteem and independence
* Use positive behaviour management strategies in line with the school’s policy and procedures
* Use clearly structured activities that interest and motivate students and support their development
* working within environmental, health and safety and fire regulations
* Provide Crèche availability between 1.15 and 4pm
* Provide all day Crèche in accordance with the Training days/week.

**Support of the Institution**

* Be aware of, and comply with, school policies and procedures, e.g. health and safety, confidentiality and physical intervention
* Contribute, in whatever ways possible, to the overall ethos, aims and work of the school.
* Appreciate and support the role of other professionals
* Be aware of and supporting difference and ensuring all students have equal access to opportunities to learn and develop
* Attend all relevant meetings as required
* Participate in training, other learning activities and performance development as required
* Assist with the supervision of students out of lesson times, including break times
* Accompany teaching staff and students on visits, trips and out of school activities, as required, and to take responsibility for a group, under the supervision of the teacher
* Undertake any other duties that the teacher may reasonably direct

**KEY EXPECTATIONS**

All staff are expected to:

* Be aware of and committed to the mission, vision, values and all associated school policies
* Take an active role in the development and implementation of school policies and in the whole life of the School
* Ensure that there are equal opportunities for all
* Follow school procedures as outlined in the staff handbook

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| Signed by post-holder | Signed by line manager | Date | To be reviewed |
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