

Westminster Kingsway College  
Job Description and Person Specification

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<b>Post:</b>	1x Childcare Practitioner Level 2 (16 hours) 1x Childcare Practitioner Level 3 with baby room experience. (25 hours)
<b>Contract:</b>	Term Time Only.
<b>Hours:</b>	16 hours per week / 25 hours per week.
<b>Reporting to:</b>	Room Managers / Head of Childcare Provision.
<b>Grade:</b>	Business Support 0 – 1.
<b>Salary:</b>	£17, 054 up to £21, 251 per annum.

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### Key Purpose

You will need to contribute to curriculum planning, development books, observations, I.E.P's in line with national legislation. You will need to provide a safe and stimulating environment in which the children's, individual and groups needs are met in order for them to reach their full potential. You will have to be willing to work as part of a team.

### Main Duties and Responsibilities

1. To comply with all college practices, policies and procedures together with relevant statutory requirements. To become familiar with the settings policies and procedures file and to implement the Principles and curriculum guidance as set out in The Early Years Foundation Stage and Every Child Matters.
2. To demonstrate an understanding of the confidentiality of the work being undertaken. This will include not discussing children, staff or parents outside the work setting.
3. To communicate and consult with parents, carers, professionals and other colleagues within the college about the needs of the children. To attend and contribute to staff meetings. To feedback to parents/carers about the child's day.
4. To make arrangements for settling in new children, to contribute to development books, observation and assessment and Early years Foundation

Stage Profiles. To support and prepare a child moving during periods of Transition.

5. To maintain x childcare practitioner accurate records confidentially including enrolment information, registers, individual progress reports, accident reports and risk assessment.
6. To maintain confidentiality with all correspondence and files that meet with the standards set by the college and national legislation,
7. To work as a member of a team, participating in curriculum planning, child review meetings, supervision, course team meetings, INSET and Early Years training, parent meetings and committee meetings.
8. To maintain a safe environment for childcare and ensure that childcare practises conform to the requirements of the Children's Act and Every Child Matters.
9. To ensure that the environment, curriculum and childcare practices offer a wide range of multicultural and non-discriminatory activities which reflect the wide range and needs of the children and parents.
10. To assist in the supervision of childcare students. To act as mentors, role models and support and respect the childcare students.
11. To assist children with washing, dressing, feeding, comforting and toileting, and to maintain appropriate standards of cleanliness while doing so.
12. To provide purposeful and imaginative play within a safe and stimulating environment, which meets the requirement of The Early Years Foundation Stage.
13. To provide a supportive environment that meets the physical, emotional, social, and intellectual and language needs of the children.

### **Expectations of the Post Holder**

- 1 demonstrate model behaviours that, at all times, are consistent with an open, inclusive and participative style;
- 2 be proactive in identifying and pursuing opportunities that are appropriate to maintaining his/her continued professional development;
- 3 demonstrate a commitment to the development and practice of equal opportunities in every aspect of the life of the college;

- 4 abide by the college's data protection policy;
- 5 actively participate in the appraisal scheme;
- 6 Participate in the implementation of, and compliance with, the provisions of legislation and good practice relating to health and safety.
- 7 **N.B.** This job description is designed to outline a range of main duties that may be encountered. It is not designed to be an exhaustive listing of tasks and can be varied in consultation with the post holder in order to reflect changes in the job or the organisation.

### Other duties

You will be responsible for the implementation of, and compliance with, the provisions of legislation and good practice relating to health and safety in the areas you are responsible for.

The scope of this profile reflects the needs of the college at the present time: it is not intended to be a fully inclusive or exhaustive list. The postholder will therefore be expected to work flexibly and to undertake such other duties as may from time to time be reasonably allocated by the line manager. The profile will be subject to continuous review as the needs and requirements of the college change over time.



**Person Specification: Childcare Practitioners**

<i>Area to be assessed</i>	<b>Essential</b>	<b>Desirable</b>	<b>How this will be assessed</b>
<i>Qualifications</i>	<ul style="list-style-type: none"> <li>NVQ level 3 or equivalent or willingness to work towards</li> <li>Equivalent of GCSE grade 'C' in numeracy and Literacy or a willingness to work toward</li> <li>Evidence of additional relevant early years courses or training attended.</li> </ul>		AF/I
<i>Professional development</i>	<ul style="list-style-type: none"> <li>An understanding of the reasons for an Equal Opportunities Policy and how it affects the immediate working environment and relationships with clients.</li> <li>Demonstrate an understanding, commitment and to actively promote the college's Equal Opportunities Policy.</li> </ul>		A
<i>Knowledge</i>	<ul style="list-style-type: none"> <li>Experience of working within an early years setting.</li> </ul>		AF/I
<i>Experience</i>	<ul style="list-style-type: none"> <li>Good interpersonal skills and written and oral communication skills.</li> <li>The ability to share in the development and implementation of the Early years foundation stage.</li> <li>The ability to communicate verbally and in writing with staff and service users</li> <li>The ability to operate basic financial procedures.</li> <li>The ability to manage the behaviour of under 5's within a group setting.</li> <li>The ability to monitor and record the development of the children within our care.</li> <li>The ability to provide comprehensive childcare across a wide range of cultural and religious needs.</li> </ul>		AF/I

Please indicate how these will be assessed: AF (Application form), I (Interview), T (Task).