

Dulwich Wood Federation

Children's Centre, Lyall Avenue, London SE21 8QS 0207 525 1192

Nursery School, Lyall Avenue, London SE21 8QS 0207 525 1192

Primary School, Bowen Drive, London SE21 8NS 0208 670 5470

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Job Description

Job Title:	Early Years Assistant L3
Grade and Range:	Grade 4 SCP 13 – 20
Reports to:	Children's Centre Managers

School Name:	Dulwich Wood Federation
Hours:	36
Working Pattern:	All Year Round
Supervises:	Early Years Assistants & Volunteers

Purpose and context:	To provide crèche support. Undertaking face to face work with the children in delivering an interesting and safe programme of activities.
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Principle Accountabilities:

The main duties and responsibilities of the postholder are indicated below, other duties of an appropriate nature and level will also be required.

- Ensuring that the programme of activities delivered is interesting, valuable and appropriate to the children using facilities by providing a variety of play and learning opportunities and identifying and accommodating changing needs.
- Assisting in the provision of a variety of appropriate play opportunities for young children some of whom may require special attention and/or will have come from various racial, cultural and religious backgrounds.
- Maximising the learning value of the activities by planning and evaluating activities.
- Check that play conditions conform to the appropriate health and safety standards and are suitable for the group and activity planned. Contribute to the corporate responsibility for continuously checking that the premises, fences, gates, etc. are secure, reporting defects promptly to the Children's Centre Manager, or premises staff.
- In conjunction with the Children's Centre Manager, liaise with other crèche workers to share activities and skills to ensure a range of complementary activities are available across the borough. Support and advise less experienced workers in activities.
- Ensuring the safety and well-being of crèche users through checking equipment, undertaking first line child protection measures and organising appropriate to the users at any given time.
- Ensuring that parents, carers and other visitors are made to feel welcome on visiting the crèche facility and that they receive appropriate information and advice.
- Contributing to the accountability of the centre through assisting in the maintenance of agreed records including registers, contracts, doctors, accident books, financial transactions etc.
- Lead groups of children in specific play, game craft and learning activities. Manage behaviours and adapt the activity to meet the needs of groups or individuals. Preparing for activities.
- Evaluate events and activities and contribute to the development of the service including making recommendations for change and development of the activities.
- Supervise children to ensure safe use of equipment and facility without endangering themselves or other users.
- Ensure that the Council's equal opportunities and standards are integrated into all aspects of the service.
- Undertake first line child protection measures, reporting areas of concern to the Children's Centre Manager / Designated Children's Protection Officer.
- Publicise the service and special events through assisting in the production of leaflets, posters, and information bulletins.
- Assist in maintaining contacts with teachers, parents and users of play service to increase the uptake of existing services, to design or tailor additional services to resolve problems.
- Contribute to keeping local records appropriate to the service.

- At the direction of the Children’s Centre Manager, support the operation of the crèche facility including enrolment and operation.
- To have due regard for safeguarding and promoting the welfare of children and young people and to follow the child protection procedures adopted by the Southwark Safeguarding Children’s Board and the school’s safeguarding policy.
- The post-holders will normally be based at one centre but will be expected to work in other play facilities as required to ensure service delivery.

<p>General Statements</p>	<ul style="list-style-type: none"> • Required to carry out all reasonable duties and responsibilities of the post in accordance with the Councils’ policies and procedures and standing orders. • Enactment of Health and Safety requirements and initiatives as appropriate. • All employees are required to declare any conflict of interest that may arise before or during their employment. • Any outside activities, either paid or unpaid must not in the view of the Federation conflict with or react detrimentally to the Authority’s interest, or in any way weaken public confidence in the conduct of the Federation’s business. • Undergo and meet Federation conditions for a satisfactory enhanced DBD check. • Must comply with all equality legislation, policies and procedures; actively promote ways of eradicating and challenging racism, prejudice and discrimination through the Federation’s policies and procedures. • To have due regard for safeguarding and promoting the welfare of children and young people, and to follow the child protection procedures adopted by the Southwark Safeguarding Children Board. • Ensuring work is in line with the Federation’s Green Commitment Policy goals. • Being aware of responsibilities under the Data Protection act for the security, accuracy and relevance of information held and maintained. • Treating all information acquired through your employment, both formally and informally, in strict confidence. • To demonstrate a commitment to good customer care. • Any other duties of an appropriate level and nature will also be required.
<p>To contribute as an effective member of the Federation Team</p>	<ul style="list-style-type: none"> • Participating in training to be able to demonstrate competence. • Participating in first aid training as required. • Participating in the ongoing development, implementation and monitoring of the service plans. • Contributing in meetings and being a supportive member of the Federation team.

Person Specification

Job Title:	Early Years Assistant L3 – Grade 4	Organisation:	Dulwich Wood Federation
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		Essential E or Desirable (D)	How assessed (A / I / T)
Knowledge / qualifications:	<ul style="list-style-type: none"> • NVQ level 3 Childcare, or equivalent or willing to undergo training. • Knowledge of appropriate play activities e.g., play, games, crafts, stories, song, dance etc. • A basic awareness of health and safety practices. • Understanding relevant administration procedures including children registration requirements. • Understanding equal opportunities issues and practices relating to the aims and objectives of community groups. • Knowledge of basis record keeping and filing. 	<p>E</p> <p>E</p> <p>E</p> <p>E</p> <p>E</p> <p>E</p>	<p>Indicate how skill will be assessed either application form, at interview or tested.</p>
Experience:	<ul style="list-style-type: none"> • Some experience of being involved with a play service in whether a paid or voluntary capacity in, for example, playgrounds, junior playrooms, play centres or other equivalent play setting. To include planning, organising and supervising activities. • Experience of effectively dealing with behaviour management of children. 	<p>E</p> <p>E</p>	
Aptitudes, skills and competencies:	<ul style="list-style-type: none"> • Ability to lead and work as part of a team, sharing working knowledge and skills. • Ability to develop a range of play/learning related skills • Ability to work flexibly, able to rearrange work plans in relating to changing priorities. • Ability to interact sensitively with other workers, children and parents. • Ability to listen to understand the needs, aspirations and problem children. • Ability to quickly assimilate new procedures and working methods. • Ability to administer first aid and understand first line child protection with training. 	<p>E</p> <p>E</p> <p>E</p> <p>E</p> <p>E</p> <p>E</p> <p>E</p>	
Special conditions:	<ul style="list-style-type: none"> • Motivated to work with children & young people. • Ability to form & monitor appropriate relationship & personal boundaries with young children. • Emotional resilience in working with challenging behaviours. • Appropriate attitudes to use of authority & maintaining discipline. • The postholder may be required to work outside of normal school hours on occasion, with due notice. • To undergo an enhanced DBD check – individuals on the ISA barred list should not apply. • Must be able to work at any school or club location in Southwark to meet the needs of the service. • Crèche workers must be physically fit and alert to supervise and take responsibility for groups of young children. 	<p>E</p> <p>E</p> <p>E</p> <p>E</p> <p>E</p> <p>E</p> <p>E</p> <p>E</p>	

