

Job Description Template

Job Description

JOB TITLE:	Holiday Childcare Scheme Childcare worker
GRADE:	£14.45-£18.72 per hour (grade varies depending on role)
POST NUMBER:	H030031306 (for pool of sessional staff)
DIRECTORATE:	Education
SERVICE:	Parent and Family Support Service
RESPONSIBLE TO :	Holiday Childcare Team Manager
RESPONSIBLE FOR:	N/A
	DBS Enhanced check required/ This post is not politically restricted
JOB SUMMARY:	To work as part of a team to plan and deliver high quality activities which are designed to meet the social, educational, childcare and developmental needs of children, within a safe, welcoming, creative and stimulating environment. To work in accordance to the Holiday Childcare Scheme and Local Authority Policies and Procedures, The Children Act, Early Years Foundation Stage (EYFS) and Ofsted Requirements. As part of a team to deliver flexible holiday play schemes and crèche provision for family focussed events.
ROLE REQUIREMENTS:	<i>[The role requirements are the duties and responsibilities that are specific to the job. If a duty is required to be carried out infrequently this should not be recorded as this list is not exhaustive]</i>
1.	To lead and participate in the delivery of high quality, safe, creative play opportunities in a caring environment that adhere to Service guidelines and procedures and

	relevant legislation at all times, reporting all major accidents and incidents (including safeguarding children) immediately to the manager.
2.	To work directly with children as required by the Service according to the needs of the holiday scheme/ creche.
3.	To help ensure the service meets the cultural, social and linguistic needs of the users, promoting diversity and inclusive practice, including working with children with a range of Special Educational Needs.
4.	To be involved in developing and implementing new initiatives within the Service.
5.	To be involved in the day-to-day administration of the holiday scheme/creche, including the registration of children and health and safety checks to ensure safe delivery of the service.
6.	To ensure written records, reports and observations and other documentation are prepared and presented as required.
7.	To be involved in the planning of activities away from the centre (trips) and ensure compliance with Health and Safety legislation and council policies and procedures in relation to this.
8.	To help promote and develop good working partnerships with parents, carers and relevant agencies.
9.	To personally undertake necessary domestic tasks to ensure that a high standard of hygiene is maintained at all times within the scheme, caring for the physical needs of the children, including personal hygiene, whilst promoting healthy practices.
CORPORATE RESPONSIBILITIES	
10.	Actively contribute to the council's priorities and outcomes in a way that promotes a 'one organisation' approach.
11.	Develop and maintain positive relationships with colleagues, stakeholders and communities to ensure the council and the directorate strategic priorities are effectively implemented.
12.	Promote equality among all staff and ensure that services are delivered in a non-discriminatory way, that is inclusive of all disadvantaged groups.
13.	Support organisational change and learning, following and

	implementing appropriate systems of self-development, communication and engagement, quality measures, monitoring and review in delivering the functions of the role.
14.	Promote sustainability, including encouraging a culture of innovation and accountability amongst all council staff.
PEOPLE	
15.	To participate and work as part of a team to develop new practices and policies to meet the requirements of legislation
16.	To attend and contribute to team meetings.
17.	To promote and provide services and practices that actively develop inclusion and equal opportunities and that oppose and challenge all forms of discrimination.
18.	To encourage children to adhere to Holiday Childcare Scheme/creche rules and behave in a socially acceptable manner.
SERVICE	
19.	To contribute to ensuring practices and provision are carried out with regards to health and safety policies/ procedures and regulations.
20.	Ensuring that services are delivered within the guidelines of relevant legislation, e.g. Children Act, EYFS, Safeguarding Keeping children safe, Ofsted Regulations, and relevant policies and procedures are implemented at all times.
PERFORMANCE	
21.	To contribute to the delivery of a range of stimulating, challenging and interesting activities that are relevant to local children, meeting their educational, social and developmental needs.
22.	To participate in the Council's Performance Management Scheme, ensuring that performance standards/targets are set and met within the agreed timescales.

OTHER CONDITIONS:

To maintain personal and professional development to meet the changing demands of the job and participate in appropriate training/development activities including the council's 'My Annual Review' scheme.

Ensure that all duties and responsibilities are discharged in accordance with the council's policies and procedures, Code of Conduct and relevant regulations and legislation.

To comply with the council's equal opportunities and diversity policies ensuring anti-discriminatory practice within the service area.

To undertake additional duties that may arise from time to time commensurate with the grade of the post.

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Requirements	Person Specification for the Post of	Essential (E) or Desirable (D) (if applicable)	Method of Assessment A= Application Form T= Test I= Interview
Knowledge	An understanding of child development, play, and good quality services for children and young people which promotes and supports their development Knowledge of appropriate legislation (EYFS and Ofsted Childcare Registers), regulations and policies and how to implement them in a childcare setting. Understanding of a professional work role and boundaries, including maintaining confidentiality and safeguarding children and vulnerable families. Knowledge of what constitutes good practice in play and the care of children between the ages 3-13.	E E E E	A/I A/I A/I A/I
Qualifications & Experience	To hold a minimum of NVQ level 2 (or equivalent) in childcare / play work. Experience of working in the childcare field and having an understanding of working with children with a range of needs and vulnerabilities. Experience of contributing to planning and delivering activities for children aged between 3 – 13 years Experience of record keeping, report writing and	D E E E	A A/I T A/I

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	undertaking observations, key person/worker reports, with the capability of training new staff. Experience of undertaking regular health and safety checks and completion of Risk Assessments Ability to work with children who present challenging behaviour, including experience of working with children with Special Educational Needs	D D	A/I A/I
Living the TOWER Values sets out the essential behaviours required of all staff.		They are aligned to the organisation's five TOWER Values	
We work TOGETHER across boundaries and with partners to achieve the best outcomes for Tower Hamlets	Shares information with others in a timely way, to deliver the best outcomes. Actively builds a positive team in the working environment.	E E	A/I A/I
We are OPEN and transparent	Takes the opportunity to contribute and be involved in change which affects their job Approachable and actively seeks feedback from others to improve how they do things.	E E	A A/I
We are WILLING to challenge, innovate and be accountable	Ensures they make the best use of the skills they have and identifies development to do their job effectively.	E	A/I

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We empower each other to be EXCELLENT and go the extra mile	Takes the initiative to improve outcomes because they can explain the difference they have made.	E	A
We RESPECT all communities, they are the heart of everything we do	Actively listens to customers and takes steps to making things better for customers	E	A/I
Additional Requirements	The post holder is required to be flexible in their working hours. Attend out of hours meetings as and when required, and working in different venues within the borough.	E	I
	To comply with the requirement to carry out a DBS check on this role.	E	A