



JOB DESCRIPTION

Job Title	Childcare Assistant (qualified)
Department	Childcare Team
Salary	Starting at £10.25 per hour
Date Updated	Aug 2023
Reports to	Childcare Manager

Job Purpose
<p>The role will be based within the main Stepping Stones office in Luton and will require the individual to provide inclusive play and learning opportunities for all children attending Childcare. The Childcare Assistant will need to maintain a safe, stimulating and enjoyable environment and be alert to potential safeguarding concerns.</p> <p>The Childcare Assistant will work alongside the integrated workforce, liaising with Childcare colleagues and colleagues from the Women's Service.</p> <p>The Childcare Assistant should support the ethos of Stepping Stones, always placing the women, their children and families at the centre of all the Charity's activities.</p>

Main Duties and Responsibilities

Children's Activities

- To develop and implement a programme of activities and experiences suitable to the age stage and ability of children in the provision, ensuring this reflects the diversity of the local community, in consultation with the Childcare Manager and/or other managers and colleagues.
- To provide a high standard of inclusive care and education to children within the provision, ensuring a safe, stimulating and supportive environment.
- To provide a variety of outdoor activities to cover all areas of the children's development as well as supervising outdoor play in all weathers, as directed by the Childcare Manager.
- As a member of the Childcare team, ensure Ofsted statutory requirements are met at all times and the Early Years Foundation Stage framework is embedded within day to day practice.
- Carry out observations in order to establish that the children's development, general health and well-being is being enhanced and maintain a consistent standard of observations and development records.
- To act as a key person for a designated group of children, prepare and/or support the development of children's records of achievements in co-operation with families.
- Contribute to and/or oversee the delivery of groups and structured sessions which take place in the setting, including but not limited to 'stay and play'.
- To assist in the preparation and serving of snacks, ensuring that all children's dietary and cultural needs are met and consideration is given to allergy requirements.
- To provide cover for the kitchen if required including preparing and serving lunch.
- To contribute to the maintenance of a clean and safe kitchen, meeting Stepping Stones' and food hygiene requirements.

Safeguarding and Health and Safety

- To comply with the Health and Safety at Work Act 1974 and Stepping Stones' policy.
- To promote and prioritise the welfare and safety of children within the setting at all times.
- To adhere to Stepping Stones' safeguarding policy and procedures, including Health and Safety and Safeguarding of Children and Vulnerable Adults.
- To contribute to concern identification, reporting concerns immediately to a Stepping Stones Designated Safeguarding Officer, recording appropriate information and working in partnership with all staff.
- To maintain up to date safeguarding records.

Main Duties and Responsibilities

Professional Behaviour

- To maintain professional boundaries with clients at all times, including maintaining appropriate levels of self-disclosure. This includes not adding clients as friends on Facebook or other social media sites or referring to confidential Stepping Stones activity on social media.
- To model pro-social behaviours in all activity with clients, colleagues and external stakeholders.
- To participate in events within the local community, this may be at times outside your normal working hours. To represent Stepping Stones in a professional manner at all times when at work and at external meetings or events.
- To promote equality of opportunity and diversity through own work and in interactions with clients, colleagues and external stakeholders.
- To be fully aware of Stepping Stones' operational procedures and policies and ensure that they are implemented and adhered to at all times. Including but not limited to Equalities, Safeguarding, Confidentiality and Health and Safety.
- To attend any conferences, training events or meetings as identified by the Childcare Manager or Head of Service.
- To keep up to date with current good practice.

Recording and Monitoring

- To implement and maintain relevant record keeping documents in line with OFSTED statutory requirements and other Stepping Stones' procedural requirements including recording daily register.
- To make use of Stepping Stones' IT systems to record and communicate information.
- To ensure the confidentiality of all information received in accordance with the Data Protection Act 2018 and Stepping Stones' Confidentiality Policy.

Working as a Team Member and Working with Others

- To develop and maintain positive relationships and communications with families, the childcare team, the wider Stepping Stones team, outside agencies and the community to ensure the day to day needs of the children are being met.
- To ensure the service is accessible and inclusive to all children and their families, liaising with colleagues and/or external organisations in order to do this.
- To liaise with parents, carers and guardians about children's needs and to inform them how their child's session progressed.
- To offer support and guidance to volunteers or students on placements within the organisation.
- To work collaboratively with members of the Women's Team taking a 'one team' approach to ensuring that women and their children are supported to live happier, healthier lives.
- To operate as a member of the Stepping Stones team, working with colleagues, participating in training or other events.
- To participate in team meetings and training, taking an active role in sharing good practice and learning.
- To provide such other services as may be required from time to time in relation to the post and at a time that may be outside the normal working hours.

Context

Stepping Stones is a Luton based charity, supporting and enabling local women to transform the stumbling blocks of their lives into stepping stones. We work 1-1 and on a group basis with women, who are vulnerable due to abuse, substance misuse, mental health, offending and/or who have involvement with Local Authority Social Care; we aim to help create healthier, happier lives for women, their families and communities. We provide Ofsted registered childcare for the women's children at our onsite Childcare facility.

Our work is based around values of collaboration, safety, empowerment and informed choice. We are committed to modelling these behaviours in our work with clients as well as our interactions with partner organisations and colleagues.

The post will contribute to delivery of our services in Luton, enabling women to engage with appointments by providing a safe and nourishing environment for their children.

The Office is open daily from 9am to 5pm Monday to Friday throughout the year. Closure dates include the Christmas holiday and bank holidays. Childcare is open from 9am to 3pm Monday to Friday.

Additional Information – Physical Effort and/or Working Environment

Physical Effort: Normal physical effort

Working Environment: Childcare setting

This post is classed as having a high degree of contact with children or vulnerable adults and is exempt from the Rehabilitation of Offenders Act 1974. An enhanced disclosure will be sought through the Disclosure and Barring Service as part of Stepping Stones' employment checks and personal interviews will be required as part of the employment process.

We will consider any reasonable adjustments under the terms of the Disability Discrimination Act (1995 & 2005), to enable an applicant with a disability (as defined under the Act) to meet the requirements of the post.

The job-holder will ensure that Stepping Stones' policies are reflected in all aspects of their work, in particular those relating to;

- (i) Equal Opportunities
- (ii) Health and Safety
- (iii) Data Protection Act (2018).

PERSON SPECIFICATION – Childcare Assistant

Requirements	Selection Criteria	Essential	Desirable
Education, Training & Knowledge	A Level 3 early years education and childcare qualification (eg NVQ3 or equivalent)	X	
	A commitment to obtaining further qualifications as appropriate.	X	
	Pediatric First Aid		X
	Safeguarding Training		X
Experience	Practical experience of working with children aged 0 – 5 years.	X	
	Supportive approach to working with children and families.	X	
	Experience of working in a key person system.		X
Skills and Abilities	Knowledge of the Early Years Foundation Stage.	X	
	Knowledge of Ofsted statutory requirements.	X	
	Knowledge of Child Protection and Safeguarding children.	X	
	Understanding of equality of opportunity, anti-discriminatory, anti-racist and anti-oppressive practice.	X	
	A sound knowledge and understanding of child development.	X	
	Ability to communicate effectively with adults and children.	X	
	Understanding of the needs of families from disadvantaged communities.		X
	Ability to work with and have an understanding of the needs of families with disabilities and additional needs.		X

Other requirements	Work in a confidential manner and maintain confidentiality at all times.	X	
	Adhere to policies, procedures and processes.	X	
	Computer skills.		X
	Work with external agencies and services to meet the needs of children and their families.		X
	Have a flexible approach to work.	X	
	Attend any appropriate training and development.	X	
	To work effectively as a member of a team and also on your own initiative.	X	
	Good organisational skills.	X	
	Have a caring and enthusiastic approach to work.	X	
	Physically fit	X	

Terms and Conditions:

Length of contract: Permanent

Pension: 3% employer contribution as of April 2019

Hours: Core hours 9am to 5pm. We will consider applicants offering between 25 and 33 hours per week (exact hours are negotiable)

Days: Monday – Friday

Place of work: 9a George Street West, Luton, Bedfordshire LU1 2BJ

The post is subject to a 6 month probationary period.