

Job Profile
Practitioner
Extended Schools/Childcare Out of Hours
Level 2
G3



Job purpose:	To undertake work/care/support programmes with individual and groups of primary school children.		
Reporting to:	Headteacher/senior staff		
Responsible for	The delivery of a range of learning activities for children, under the EYFS and Ofsted's Childcare requirements		
Liaising with:	Children, parents/carers other members of staff		
Grade of post:	G3	Gauge ref:	A23513
Disclosure level:	Enhanced		

Job Outline
• To provide care and supervision of children at all times, responding to their individual/special needs and ensuring safety and access to out of school hours learning play/activities and safeguarding their health and well-being. • Under the direction of the Lead Practitioner and/or the Deputy Lead Practitioner to implement curriculum plans to support children's intellectual, physical, social, language and development and to assist with the planning of out of school hours learning activities. • To work with the senior school and other staff within the setting to establish an appropriate play and/or learning environment. • To provide detailed specialist provision in particular areas for children as required including personal care and respond to hygiene needs if required. • To be responsible for the preparation and maintenance of equipment and materials necessary for the relevant activity. • To establish constructive relationships with children, parents/carers, other staff and professionals. • Monitor pupils' responses to learning activities and accurately record achievement/progress as directed. • To be responsible for own clerical/admin work needed to promote and monitor children's learning. • To promote good behaviour in pupils, dealing promptly with conflict and incidents in line with established policy for out of school hours learning activities. • To promote inclusion and acceptance of all children.

Other Specific Duties
To carry out the duties in the most effective, efficient and economic manner available. To continue personal development in the relevant area. To participate in the school staff review and development appraisal process. Safety Training To undertake Health and Safety Training on areas within your area of work.

Person Specification / Selection Criteria
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A. Experience

	Essential	Desirable	Source A = Application I = Interview R = References T = Task/Observation P = Presentation
Experience of working with or caring for children of a relevant age or learning need	E		A, I, R

B. Training and Qualifications

	Essential	Desirable	Source
Level 2 in playwork/childcare/ or willingness to work towards or equivalent teaching assistant qualification	E		A, I
Willingness to undertake basic first aid	E		A, I
Basic level of numeracy and literacy	E		A, I
Commitment to undertake further relevant training	E		A, I
Basic Food Hygiene Certificate or willingness to undertake	E		A, I

C. Knowledge and Understanding

Applicants should be able to demonstrate knowledge and understanding of the following areas relevant to the post.

	Essential	Desirable	Source
Understanding of current Government legislation relating to early years and childcare	E		A, I
Understanding of child development and learning	E		A, I
Knowledge of child development and learning processes	E		A, I
Understanding of Health and Safety	E		A, I

D. Personal Skills, Abilities and Competencies

Applicants should be able to provide evidence that they have the necessary skills and abilities required.

	Essential	Desirable	Source
Ability to work under supervision and as a team member	E		A, I
Ability to build positive relationships with children, young people and their families.	E		A, I
Ability to work in accordance with the schools health and safety policies	E		A, I
Ability to deal with minor injuries	E		A, I
Ability to prepare simple snacks and/or meals	E		A, I
Ability to relate well to children and adults	E		A, I
Ability to use IT to support learning	E		A, I

E. Legal Issues

	Essential	Desirable	Source
Legally entitled to work in the UK	E		A, I