**Playgroup Partner**

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| **Grade:**  | 3 |
| **Responsible to:**  | Playgroup Manager/Phase Leaders |
| **Liaises with:** | Other staff as appropriate |

 **Job purpose and Scope**

* To contribute a high standard of physical, emotional, social and intellectual care for all children in the EYFS

**JOB DESCRIPTION**

**Main duties and responsibilities**

* To work as part of a team in order to set up and provide an enabling environment in which all individual children can play, learn and develop.
* To address the physical needs of the children including toileting, dressing and cleanliness
* To ensure high standards of supervision of children in all areas accessed by them.
* Be prepared to help where needed, including to undertake certain domestic jobs e.g. preparation of snack meals, cleansing of equipment, setting up of resources, etc.
* Work alongside the staff team to ensure that the EYFS philosophy is maintained at all times
* To actively promote and support the safeguarding of children and young people in the workplace, ensuring policies and procedures are observed at all times.
* To ensure a high quality environment to meet the needs of individual children from differing cultures and religious backgrounds, and stages of development; to maintain inclusion at all times
* Work with parents/carers of special needs children to give full integration and respond to their needs whatever they may be
* Operate a programme of activities suitable to the age range of children in your area in conjunction with other staff.

 **Specific Child Care Tasks:**

* The preparation and completion of activities to suit the child's stage of development
* To ensure that mealtimes are a time of pleasant social sharing
* Washing and changing children as required
* Providing comfort and warmth to an ill child
* Attending to first aid requirements
* Supporting toileting and self-help skills leading to growing independence
* Liaise with and support parents/carers and other family members;
* Record accidents in the agreed manner
* Ensure child is collected by someone known to staff
* To respect the confidentiality of information received
* To develop your role within the team and grow the role to be the best it can be
* To be aware of the high profile of Playgroup and to uphold its standards at all times.
* To work with core leaders and EYFS staff to develop differentiated resources and teaching approaches for individuals and or groups of children
* To attend EYFS group meetings and any related subject-based CPD

**Other duties**

* Accompany groups of pupils/individual pupils on school trips
* Where delegated responsibility for pupils off-site ensure that full risk assessment procedures are in place
* Be trained and provide first aid to children
* Undertake further assessment of individual children’s progress as agreed with the Playgroup Manager

**PERSON SPECIFICATION**

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| **ESSENTIAL** | **DESIRABLE** |
| **QUALIFICATIONS AND TRAINING** |
| * Good standard of Literacy and Numeracy
* Appropriate qualification at NVQ Level 2 or equivalent
* Willingness to develop further
 | * Appropriate qualification at NVQ Level 3 or equivalent
* Evidence of continued professional development
* Paediatric Level 3 First Aid qualification
* Basic Food Hygiene Certificate
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| **EXPERIENCE** |
| * Successful work experience in a relevant environment/setting
* Knowledge of safeguarding and keeping children safe
* Sound knowledge of early years development and the EYFS
* Working as part of a team
* To be able to communicate effectively at all levels
 | * Experience of working with Child Protection concerns and experience of safeguarding children
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| **SKILLS AND ABILITIES** |
| * Passion and natural ability for working with children
* Discretion and confidentiality
* Excellent interpersonal and communication skills
* Ability to work as part of a team as well as to own initiative
* Ability to work in partnership with parents and carers
* Able to monitor the pupils’ response to learning activities and, where appropriate, modify or adapt the activities as agreed to achieve the intended learning outcomes
* Flexible and has a ‘have a go attitude’
* Well organised
* Able to establish positive relationships with children and empathise with their needs
* Awareness of good health and safety practices
* Commitment to enjoyment of the outdoor curriculum
* Excellent record of attendance and punctuality
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**EMPLOYEE EXPECTATIONS**

* Maintain the school’s vision “**STARS**” and the values that underpin it.
* Must be aware of and comply with policies and procedures relating to Safeguarding and Child Protection, General Data Protection Regulations and confidentiality reporting all concerns to an appropriate person
* Must carry out all duties in accordance with the school’s Health and Safety Policy
* Adhere to the School’s Code of Conduct and Staff Handbook.
* To assist in the promotion of the school to different members and audiences and raising the school profile in the local community.
* Participate in training and other learning activities required and to participate in appraisal and professional development
* To contribute to the professional development of other support staff
* Undertake other similar duties and activities that fall within the grade and role as other duties may be reasonably required by the Head Teacher
* To maintain professional relationships with all staff
* The school undertakes to provide an annual system of Performance Management.

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| By providing your signature below you are agreeing to uphold the standards in this document relating to job description, person specification and employee expectations: |
| Signed |  |
| Name |  |
| Date |  |