

Playgroup Partner

Grade:	Awaiting job evaluation
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.

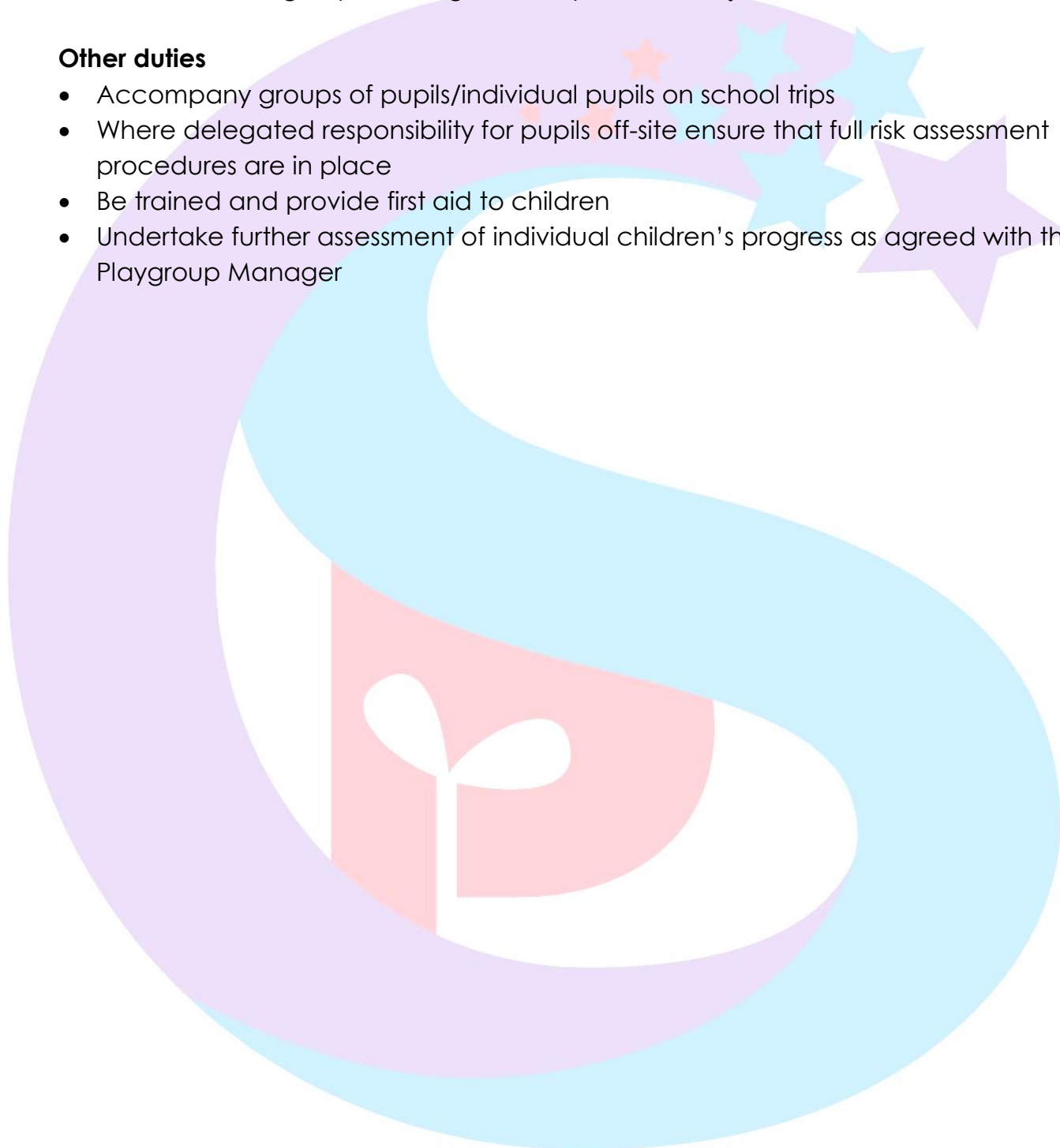
Specific Child Care Tasks:

- 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

ESSENTIAL	DESIRABLE
QUALIFICATIONS AND TRAINING	
<ul style="list-style-type: none"> • Good standard of Literacy and Numeracy • Appropriate qualification at NVQ Level 2 or equivalent • Willingness to develop further 	<ul style="list-style-type: none"> • Appropriate qualification at NVQ Level 3 or equivalent • Evidence of continued professional development • Paediatric Level 3 First Aid qualification • Basic Food Hygiene Certificate
EXPERIENCE	
<ul style="list-style-type: none"> • 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 	<ul style="list-style-type: none"> • Experience of working with Child Protection concerns and experience of safeguarding children
SKILLS AND ABILITIES	
<ul style="list-style-type: none"> • 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 	

EMPLOYEE EXPECTATIONS

- Maintain the school's vision 'Confident People Shining' 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.

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	