

Job description

Job title:	Childcare Leader
Job ref:	CC 3.9
School:	
Grade:	Dorset Grade 7
Reports to:	Headteacher / Day Care Centre Management Committee / Children's Centre Manager

Main job purpose

- To be responsible for the day to day running of the day care provision
- To lead a provision of significant size and/or accommodating a wide age range
- To assist the Headteacher of Children's Centre Manager in the management of the day care facility
- To take a lead role in the provision of the service, including the supervision of staff

Main responsibilities and duties

- To plan the curriculum to maximise the development of each child.
- To prepare activities and organise resources for each session.
- To be involved in the development of other staff, including training, assessment, monitoring and supervision.
- To lead the team in offering high quality day care provision, and attend meetings as appropriate
- To plan and deliver a curriculum, which leads towards the meeting of agreed objectives and targets.
- Keep records as appropriate.
- Be responsible for the care, presentation, display, safety, organisation and appearance of the facilities and equipment.
- Be committed to the principles of equality of opportunity for all
- Read, discuss, understand and implement all policies.
- Encourage parental involvement and maintain confidentiality.
- Promoting and safeguarding the welfare of children and young people in accordance with the school's safeguarding and child protection policy.

Supervision & management

- Typically there will be supervision available from the Headteacher or Management Committee on a regular basis.
- The post holder will be required to support the induction and further training of Childcare assistants.

Problem solving and creativity

- On a daily basis, adapt activities for individuals and groups of children.
- Use a variety of techniques to establish supportive relationships with children, parents and carers.
- A creative approach to supervisory duties, training and supporting staff is required.



Key contacts & relationships

- Contact with staff to pass and receive information, advice, guidance, suggestions and ideas.
- Contact with professionals to provide daily support for pupils with known medical conditions.
- Contact with parents / carers and other agency staff to provide support for children, such as giving feedback on children's individual needs.

Decision making

- Within agreed policies, guidelines and rules, decide on when and how to apply a range of strategies for the benefit of children in relation to their education activities, behaviour and care. These decisions often need to be made immediately to deal with the situation presented.
- There will often be a need to make immediate decisions, without initial referral to the Headteacher or Management Committee, in relation to immediate care, control and safety of children.

Resources

- Books, stationary, writing equipment.
- ICT and AVA equipment.

Working environment

- Part of the working day is spent standing, with periods of crouching / bending to engage pupils in activities.
- There may be occasional need to physically lift children, such as for safety or care needs and occasional unpleasant conditions relating to children's personal hygiene needs.

Approval			
Prepared by		Date	May 2007
Designation			

