

people

Application pack

Childcare Assistant

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1. Job Description

Main purpose of job

To work as part of a team to provide safe, high quality education and care to children in Peep day care settings in either the Peep Pre-school or the Little Peep Nursery.

Key Performance Areas

1. Provide a high quality learning environment

Work in a team to provide safe, high quality education and care to children in the setting

1.1 Offer play and learning activities that provide appropriate stimulation and support to the children.

1.2 Participate in setting up the room each day, the provision of healthy snacks and tidying away.

1.3 As an Assistant you will be supported to:

- Deliver sessional programme plans to ensure that each child is working towards early learning outcomes
- Develop an understanding of any special needs of children in the setting and learn about relevant play and learning plans
- Assist in implementing systems of observation and record-keeping so that children's attainment and progress are regularly assessed

2. Work in partnership with parents and carers

As an Assistant you will be supported to:

- Liaise with parents/carers to help ensure each child's needs are recognised and met
- Facilitate the participation of parents/carers in their child's learning

People – supporting parents and children to learn together

- Build relationships with parents and carers which positively encourage their involvement with the setting and their child's learning.

3. Peer support

Support other members of the team:

3.1 Participate in regular team meetings and assist in the planning of activities.

3.2 Participate in individual and team processes for reflecting on practice and identifying areas for improvement.

4. Implement policies, systems and procedures

Implement all relevant People policies, systems and procedures including those relating to safeguarding, health and safety, equal opportunities, confidentiality and data protection and ensure records are properly maintained:

4.1 Demonstrate a commitment to safeguarding and promoting the welfare of children and young people and ensure they are protected from harm.

4.2 Advise the setting manager of any concerns e.g. over children, child protection, parents/carers or the safety of equipment, preserving confidentiality as necessary.

4.3 Implement health and safety procedures to ensure that the setting is a safe environment for children, staff and others, that equipment is safe and standards of hygiene are high.

4.4 Report all accidents and other incidents to the setting manager and complete relevant forms to record accidents and incidents.

5. General

5.1 Inclusion

Promote an inclusive approach to work with families and children, and address barriers to participation. Ensure the rights of children are respected and promoted.

5.2 Professional development

Undertake relevant training and development as required, including Peep Learning Together Programme training and study for a relevant qualification in childcare and education at level 2 or 3. Develop a working knowledge of the Early Years Foundation Stage and other relevant frameworks and guidance.

5.3 Other duties

Undertake other duties as required by People and consistent with the skills and experience required by the post of Childcare Assistant.

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2. Person Specification: Childcare Assistant

	Essential	Desirable
Experience	1. Working with and/or caring for young children	2. Working in a preschool or day care setting or similar environment with young children 3. Caring for babies and one year olds
Knowledge and Understanding	4. Commitment to inclusive practice and understanding of diversity and equality 5. Commitment to the welfare of the child 6. Interest in how young children learn	7. Knowledge of child development theory 8. Understanding health and safety and safeguarding procedures
Skills and Personal Qualities	9. Good interpersonal and communication skills 10. Skilled at looking after the needs of young children 11. Good team worker 12. Ability to empathise whilst maintaining professional boundaries 13. Willingness to work with parents and to encourage their involvement 14. Well organised and reliable 15. Flexible and responsive approach to working with families and colleagues	
Qualifications	16. English and Maths GCSE grade A – C (new grades 4 – 9 or equivalent achievement)	

December 2018

All applicants must be able to demonstrate that they meet the essential criteria.

3. Summary of main terms and conditions of employment

1. Hours: Up to 37 hours per week, could be term time only (39 weeks a year) or working across the whole year. More details on working hours available on request.
2. Location: the postholder will be based in either the Little Peep Nursery on the Oxford Academy Campus in Littlemore or the Peep Pre-school in Greater Leys.
3. Probationary period: 6 months
4. 6 weeks holiday pro rata per annum (works out at 5 weeks holiday pay if working term time only)
5. Starting salary: national minimum wage/national living wage
6. Full on the job training; opportunity to study for Level 2 and/or Level 3 qualification
7. People's chosen pension provider is 'The People's Pension'. Auto-enrolment rules apply. Further details available on request.
8. All Peep jobs are offered subject to a satisfactory enhanced Disclosure and Barring Service check. This post is exempt from the Rehabilitation of Offenders Act 1974. Applicants must be prepared to disclose any convictions they may have and any orders which have been made against them.
9. We will need to see original copies of relevant qualifications and proof of your eligibility to work in the UK.

4. How to apply – guidance on completing your application

The Job Description sets out the main expectations of the post holder. The Person Specification provides details of the essential and desirable experience, knowledge, skills and qualifications for the post. It is important that you address both these documents in your application, giving relevant examples from your experience.

Please complete all pages of the application form as thoroughly as possible giving full details of your work history. All employment and also periods when not working should be covered. CVs will not be accepted. Forms should be completed electronically if at all possible; if you are unable to download an application form from the website, please request one via email.

Please e-mail your completed application form to jobs@peeples.org.uk. The equal opportunities form should be emailed in a separate email with "EO form" in the subject line as it will be separated out on receipt and not viewed by the selection panel. Alternatively, you may post your completed forms to: The Peep Centre, PO Box 1404, Oxford OX4 6XW.

Peep website: www.peeples.org.uk/jobs

Closing date for applications: Thursday 10th January 2019, 10.00 am

Interview date: to be confirmed

5. Little Peep Nursery (Littlemore)

Little Peep Nursery opened in October 2018. There is a baby and one year old room catering for up to 9 babies and toddlers at any time and a separate room for 2, 3 and 4 year olds which may also be sub-divided into 2's and 3-4's respectively.

We provide funded places for 2, 3 and 4 year olds including the 30 hours extended hours offer for working parents and wrap-around hours for those parents who want longer sessions.

The nursery opening hours are currently 8 am to 5.30 pm in school term times with pre-school sessions taking place from 8.30 to 11.30 and 12.30 to 3.30. From March 2019 we will also be open in school holidays to cater for the needs of working parents (48 weeks a year).

The Nursery is situated on the campus of The Oxford Academy and staff access is via Northfield Close.

Currently staff are on term time only contracts; from 2019 we will also employ some staff to work throughout the year.

Little Peep Nursery staff are part of the wider staff team at Peep and take part in whole staff team meetings, training and social events.

6. Peep Pre-school (Greater Leys)

The Peep Pre-school opened in January 2015 in the Greater Leys area of Oxford with places for 20 two and three year olds at any time. Sessions run from 8.45 to 11.45 and 12.15 to 3.15. Most children attend one session per day but we are sometimes able to offer whole days where requested by parents.

Pre-school staff work during school terms only.

7. Information about Peep

Peep was established in Oxford in 1995 as 'Peers Early Education Partnership'. Now re-named 'Peep', it has grown from a local intervention in south-east Oxford to a national organisation offering training and accreditation to early years practitioners around the UK, to support their work with parents/carers around their children's learning and development. In addition, we continue to deliver services for families in Oxfordshire and to develop innovative interventions using our evidence-based Peep Learning Together Programme.

Peep offers an effective way of helping:

- parents and carers to improve their children's life chances by making the most of everyday learning opportunities at home – listening, talking, playing, singing and sharing books and stories together

- babies and children to make the most of their opportunities by becoming confident communicators and active learners, ready for school
- practitioners to enhance and develop their work with parents and young children, through accredited training and resources to deliver the evidence-based Peep Learning Together programme
- parents and carers to recognise and build on their own learning potential and achievements.

People in Oxfordshire

In Oxfordshire we are funded by grants from charitable trusts and service level agreements with local and national government to work directly with families. Our grant funding has allowed us to develop more innovative projects which we pilot in the area, for example our antenatal programme to support early attachment.

We have also developed our own Peep National Open College Network accredited programme for parents called the “Peep Progression Pathway” which is offered both locally in Oxford and by other Peep Practitioners across the UK.

People staff

People employs about 30 staff with a mix of full time and part time positions. The main office is situated on the edge of The Oxford Academy campus in Littlemore, Oxford.

Peep Learning Ltd

Peep training, accreditation and resources – the Peep Learning Together Programme folder, songbooks/CDs and Peep the Parrot story books – are sold via our subsidiary company, Peep Learning Ltd which is a social enterprise. We train over 900 practitioners each year. Our trainers have Peep programme delivery experience.

City and Guilds accreditation

We encourage all delegates who attend Peep Learning Together Programme training to complete C&G accreditation – the information is covered during the training course. The course is a level 3 City & Guilds accreditation unit, called *Engage parents in their children's early learning*. This gives practitioners 3 credits towards the 3599 Work with Parents award.

People in Scotland

People has funding from the Scottish government for two development workers to extend People in Scotland, building on the significant number of organisations already trained in and using the Peep Learning Together Programme in Scotland. Our Scottish office has been open since 2013.

People website

Further details about People programmes and training can be found on the People website: www.peeple.org.uk

8. People policy documents

8.1. Safer Recruitment Guiding Principles in Peeple

8.2. Policy Statement on the Recruitment of Ex-Offenders

8.3. Equal Opportunities and Diversity Policy

8.1 Safer Recruitment Guiding Principles in Peeple

Everyone within Peeple has a responsibility for, and is committed to, safeguarding and promoting the welfare of children and young people and for ensuring that they are protected from harm.

We are committed to robust recruitment and selection procedures to ensure that all staff and volunteers have been appropriately screened prior to appointment.

We believe that safer recruitment contributes to a safer workforce and we will ensure that any emerging post or vacancy is considered with the welfare of the children and young people we provide a service for.

We will ensure that the duties expected of the post and the required qualities of the post holder reflect our commitment to promoting and safeguarding the welfare of children and young people and are in keeping with good employee relations practice.

We will make clear our commitment in all documentation relating to the recruitment process, including advertising, candidate information and application forms.

We will ensure that our application form also enables us to gather information about suitability at an early stage by asking specific and direct questions.

We will scrutinise all applications and undertake all relevant checks relating to suitability, character, qualification, skills and identity.

We will not accept:

- CVs (unless specified)
- Open references or testimonials

We will take up references prior to interview and will follow up any vague or ambiguous statements. We will ensure that face to face interviews are held even where there is only one candidate and that all interview panels have members trained in safer recruitment practice.

We are committed to the provision of appropriate guidance about safe working practice, boundaries and propriety to all staff appointed within the organisation.

(from Oxfordshire Safeguarding Children Board Model policy on safer recruitment and selection 2011)

8.2 People Policy Statement on the Recruitment of Ex-Offenders

1. As an organisation using the Disclosure and Barring Service (DBS) to assess applicants' suitability for positions of trust, People complies fully with the DBS Code of Practice and undertakes to treat all applicants for positions fairly. It undertakes not to discriminate unfairly against any subject of Disclosure on the basis of conviction or other information revealed.
2. People is committed to the fair treatment of its staff, potential staff or users of its services, regardless of race, gender, religion, sexual orientation, and responsibilities for dependants, age, physical/mental disability or offending background.
3. People has a written policy on the recruitment of ex-offenders, which can be made available to all Disclosure applicants at the outset of the recruitment process.
4. People actively promotes equality of opportunity for all the right mix of talent, skills and potential and welcomes applications from a wide range of candidates, including those with criminal records. People selects all candidates for interview based on their skills, qualifications and experience.
5. A Disclosure is only requested after a thorough risk assessment has indicated that one is both proportionate and relevant to the position concerned. For those positions where a Disclosure is required, all application forms, job adverts and recruitment briefs will contain a statement that a Disclosure will be requested in the event of the individual being offered the position.
6. Where a Disclosure is to form part of the recruitment process, we encourage all applicants for interview to provide details of their criminal record at an early stage in the application process. We request that this information is sent under separate, confidential cover, to a designated person within People and we guarantee that this information is only seen by those who need to see it as part of the recruitment process.
7. Unless that nature of the position allows People to ask questions about your entire criminal records we only ask about unspent convictions as defined in the Rehabilitation of Offenders Act 1974.
8. We ensure that all those in People who are involved in the recruitment process have been suitably trained to identify and assess the relevance and circumstances of offences. We also ensure that they have received appropriate guidance and training in the relevant legislation relating to the employment of ex-offenders, eg the Rehabilitation of Offenders Act 1974.
9. At interview, or in a separate discussion, we ensure that an open and measured discussion takes place on the subject of any offences or other matters that might be relevant to the position. Failure to reveal information that is directly relevant to the position sought could lead to withdrawal of an offer of employment.
10. We make every subject of a DBS check aware of the existence of the DBS Code of Practice and make a copy available on request.
11. We undertake to discuss any matter revealed in a Disclosure with the person seeking the position before withdrawing a conditional offer of employment.

Having a criminal record will not necessarily bar a person from being employed or working for the organisation. This will depend on the nature of the position and the circumstances and background of your offences.

8.3 People Equal Opportunities and Diversity Policy

a. Statement of principles

In People we value the diversity of backgrounds and cultures within our community. We respect the variety of ways in which parents and carers support children's learning.

People aims to promote equality in the provision of our services and to develop practices which remove barriers to participation and promote social inclusion.

We recognise that groups and individuals within society face direct and indirect discrimination, which limit choices and options. We are committed to challenging discrimination and stereotyping (often about gender, race, disability, sexual orientation, class, religion and age) in all aspects of our work.

People aims to be an equal opportunities employer, offering a supportive working environment where staff respect each other.

People respects human rights as set out in the European Convention and the Human Rights Act. Human rights are basic rights and freedoms which all humans are entitled to, including the right to life and liberty, freedom of thought and expression, and equality before the law.

b. Aims

People aims to:

- avoid and challenge discrimination in a constructive way in all aspects of our work. This will include associative discrimination, perceptible discrimination, indirect discrimination, harassment and victimisation as defined in the Equalities Act 2010.
- promote equality in the provision of our services and in our employment practices
- develop practices and promote initiatives which remove barriers to participation and actively support equality and social inclusion
- act in accordance with the provision of relevant equalities legislation including the Equalities Act 2010 which sets out the following "protected characteristics":
 - age
 - disability
 - gender reassignment
 - marriage and civil partnership
 - pregnancy and maternity
 - race
 - religion or belief
 - sex
 - sexual orientation
- ensure that our employment practices do not discriminate against employees or potential employees on any of the above grounds except where this can be objectively justified by the needs of the job (see People Recruitment and Selection policy)

To promote equality of opportunity, People managers will ensure that:

1. A clear structure exists within which the implementation of the above aims can be discussed and reviewed
2. All staff are aware of and committed to upholding the equal opportunities and diversity policy
3. Relevant information and updates on equality and diversity working practices are disseminated throughout the organisation on a regular basis.