



| **Childcare** | **Breakfast Clubs** | **Lunch Clubs** | **PPA Cover** | **After School Clubs** | **Holiday Camps** |

Xtra Time Kidz Club & 1st Touch Coaching  
Mobile: 07746 945 903  
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## **Xtra Time Kidz Club & 1<sup>st</sup> Touch Coaching** **(Level 2, 3) Child Care Practitioner Job Description** **(Early Years Practitioners and Playworkers)**

### **Overall Conduct.**

To work as an excellent member of the Xtra Time Kidz Club team delivering flexible, high quality, education and care that meets the needs of the children and their families. With guidance, ensure compliance with all company procedures, Health and Safety regulations, Early Years Foundation Stage (EYFS) framework, and requirements as laid down by the Government and regulated by OFSTED.

### **Safeguarding and Duty of care.**

• Ensure all safeguarding practices are being fulfilled at all times. Details of all safeguarding practices are in the staff handbook which will be given to you if you are successful in your application for this role.

### **Child Care and Education.**

- Provide excellent interaction which nurtures children's learning and thinking
- Be part of the planning and preparation of a range of activities that promotes each child's physical, mental and emotional needs to enable each child to maximize their full potential
- To ensure that the planned activities come from the child's next steps, observations and interests, as the EYFS framework requires



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- Contribute to setting up an environment where resources are wonderfully presented and accessible
- Assist at the meal times ensuring meal times are a time of satisfying social interaction
- Nurture and develop key children when possible
- Where appropriate, teach table manners and encourage all children to use cutlery and serve themselves
- Sit at the tables during meal and snack times to support learning and development
- Encourage self-help skills, including dressing (when appropriate), feeding and an awareness of personal hygiene to support learning and development
- Act as a key person for a group of children, by observing, monitoring and accurately recording each child's individual development
- Ensure that all your key children have an accurate, up-to-date record of their learning achievements
- Comprehend and implement the company's policies to promote children's positive behavior
- Contribute and support the enhancement of practice and the working environment
- Support efficient changes throughout the childcare setting
- Contribute to the advancement and maintenance of effective relationships with parents and other establishments.

### **Daily Duties:**

- Support with the daily management of the child care setting, including ensuring that the child care setting is kept safe, secure and clean at all times, etc
- Help where needed to prepare snack meals, cleaning equipment, etc



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- Work in partnership with colleagues to create an excellent team morale and be fully involved in all activities related to the child care setting
- Preparation, care, cleanliness and maintenance of the child care setting and equipment.
- Clear up after activities; ensuring equipment is put away properly and safely
- Communicate with colleagues when finishing a shift. Advising them of any information which is necessary for them to carry out their duties effectively

#### **Administration:**

- Work under supervision to maintain recorded and documentation that is in line with statutory requirements

#### **Health and Safety:**

- Communicate with parents when the child is collected from the child care setting, ensuring a quality handover is given to the parents which is in-line with the collection procedure
- Take responsibility for safeguarding and promoting the safety of all children in the childcare setting
- Carry out risk assessments on a daily basis and to relay necessary information to colleagues (also during handover)
- Report and record all accidents/incidents and to be aware of all risks

#### **Assessments within the childcare setting:**

- Be aware of the health and safety, fire, accident and emergency processes in accordance with Xtra Time Kids Club policies
- Be aware of and fulfill the company's child protection policy, confidentiality procedures and other company policies and procedures



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- Report any signs of illness, neglect or any concern you suspect with any children or colleagues
- Provide appropriate comfort and care to a poorly child, ensuring the supervisor and parents are made aware of the child's progress

### **Staff:**

- Assist the manager with ensuring that the staff/child ratios are maintained at all times
- Be a role model to children/colleagues and provide support and guidance to children and colleagues where necessary

### **Communication:**

- Liaise with colleagues when finishing a shift, advising them of any information that is to be relayed to parents when the child is collected from the childcare setting
- Liaise with parents and encourage their involvement in the aims of the childcare setting in all aspects of the children's care. Also, to recognize the role that parents have already played in the early years' education of their child and that their continued involvement is critical to successful learning
- Attend staff meetings arranged by the senior members of staff/management
- Maintain regular and effective communication with colleagues, and other key people in Xtra Time Kidz Club.

### **Personal Development:**

- Keep up to date with developments in childcare through regular training and reading
- Further develop your knowledge and understanding of child development



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- Have supervisions led by management to ensure safeguarding, policies, and personal development is being met

### **Equal opportunities:**

- Fully represent the company's equal opportunities policy at all times. To ensure everyone is treated with respect in line with the company's equal opportunities policy
- Ensure that the requirements of children with learning difficulties and/or disabilities are fully supported
- Be part of a high-quality environment to meet the needs of individual children from differing cultures and religious backgrounds, and their respective stages of development. Teaching the children to respect and look after their environment.

### **General:**

- Ensure that confidentiality is maintained at all times in relation to all information
- You may be required to perform duties, appropriate to the post, other than those given in the job specification. The particular duties and responsibilities relevant to the posts may be varied without changing the general duties

### **How To Apply:**

**Send a copy of your C.V to: Name:** George. **Email:** sportsservices@xtratime.co.uk

If you have any further questions or would like to get in touch with us, please call **07746945903**.

Best wishes.



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