



CHILDCARE ASSISTANT

Northfields is seeking to hire Childcare Assistants to work in the Montessori Primary School. The candidate will work in close collaboration with the teachers and to support the students to be creative.

- The Childcare Assistant is expected to carry out the professional duties, as circumstances may require and in accordance with the school's policies;
- The Childcare assistant should be the dynamic link between the children and the prepared environment that specifically caters for each child's emotional, spiritual, physical, social and academic developmental needs;
- The Childcare Assistant is expected to facilitate access to learning for pupils and to assist the class teachers in the effective development, teaching and management of pupils and the classroom;
- The Childcare Assistant should be an effective and collaborative member of the School Team, readily prepared to work positively in a team setting and providing assistance to and co-operating with colleagues, parents and visitors.

The potential candidate will report to the Primary School Principal.

Main duties and responsibilities

Primary Activities

- Ensure the safety and accounting of each child and ensure a safe environment for the students
- Work with the Primary School Principal to implement a daily schedule of activities: naps, snacks, play, study. etc appropriate for the age of the children
- Ensure appropriate conduct of the children in regard to respect and safety towards each other, to adults and school property
- Ensure that older(secondary) students avoid the area.
- Interact with children in a training and instructional manner in their activities. Include teaching in Biblical principles and character qualities.
- Record check in and check out times of each student.
- Ensure that the appropriate, responsible adult is the one who picks up the child
- Address any first aid needs of the children
- Regardless of the situation or how late in the evening, no child may ever be left alone

Support for ALL Pupils

- Through regular observation of the students, to set appropriate yet challenging and demanding expectations and promote self-esteem and independence, taking into account the teaching objectives, progress and prior attainment of each student;
- To establish a constructive relationship with pupils and interact with them according to individual needs to aid in the acquisition and consolidation of knowledge;
- To promote the inclusion and acceptance of all children;
- To provide the necessary pastoral care and support to enable children to feel secure and happy;

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- To provide feedback and positive reinforcement to pupils in relation to progress and achievement under the guidance of the teacher;
- Assist in identifying any particular individual needs and bringing these needs to the attention of the Class Teacher at the earliest possible opportunity;

Support for Pupils Requiring Learning Support

- To develop a knowledge of a range of learning support needs and to develop an understanding of the specific needs of any pupils to be supported;
- Taking into account the learning support involved, to aid the pupils to learn as effectively as possible both in group situations and on his/her own by, for example:
 - ensuring the child is able to use equipment and materials provided
 - assisting in weaker areas, e.g. language, behaviour, social skills, reading, spelling, handwriting/presentation
 - helping children to concentrate on and finish work set
 - meeting physical needs as required whilst encouraging independence
 - developing appropriate resources to support the children
 - providing support for individual children inside and outside the classroom to enable them to interact with others and engage in activities led by the teacher;

Support for Teachers

- Assist the Class Teacher/s (and other professionals as appropriate), in the development and planning of a programmes for pupils;
- Maintain a neat, well organised and attractive prepared environment consistent with the Montessori Pedagogy and assist in the preparation of class material, furnishing and other resources in a timely manner;
- Promote good behaviour and maintain discipline in accordance with the school's procedures and encouraging good practice with regards to punctuality, behaviour, standards of work (including accuracy and presentation) and homework (where applicable);
- Under the supervision of the Class Teacher, use a variety of teaching methods, in line with the Montessori Philosophy to:
 - present new key concepts and appropriate vocabulary
 - use effective questioning, listen carefully to students, positively and respectfully identify mistakes to bring to a child's attention
 - select appropriate learning resources and develop study skills through library, ICT and other sources as appropriate per age;
- Monitor pupils' responses to learning activities and accurately record understanding and achievement as directed;
- Provide detailed and regular feedback about the children's achievement and progress to the teacher and, at the request of the Head of primary, participate in meetings with parents as necessary, as well as formal Parents' Information Evenings;
- Contribute to the maintenance of children's progress records where appropriate;
- Support class teachers in photocopying, preparation of displays of children's work and other class preparation tasks in order to facilitate teaching and learning;

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Reporting

- Put in writing any maintenance needs which is a safety issue and should be brought to the attention of the line manager immediately
- Put in writing any accidents via an accident report. Inform the Medical Centre of any serious injuries as soon as possible
- Accurately calculate the times/hours for students not on the monthly plan. Provide a copy of the report weekly.
- Inventory equipment and toys at the beginning and end of each term.

Other Pastoral and Professional Duties

- Be aware of and regularly evaluate the child's social, physical, spiritual and emotional needs and take action, with the consent of the Class Teacher, if these needs are not being met;
- Always interact with students in a fair, respectful and sensitive way, ensuring a relationship based on non-judgement and trust;
- Establish constructive relationships with parents and carers to foster positive links between home and school and promote a sense of community among parents;
- Encourage children towards self-directed learning, the development of concentration and independence in all aspects of their school life in order to reach their full potential;
- To model desirable behaviour for the children, following the ground-rules of the class, exhibiting a sense of calm, consistency, grace and courtesy, and teaching students effective conflict resolution techniques;
- Operate at all times within the stated policies and practices of the school, contributing to the promotion of its mission and values;
- Maintain professional, respectful, positive and effective working relationships with all staff members of Northfields International School and, in particular, with other Primary School staff members with whom daily interaction is a necessity;
- Set a good example to students and other members of the Northfields community through impeccable presentation, punctuality, reliability and a high level of personal conduct and integrity at all times;
- Ensure a high level of professionalism and confidentiality in all school related matters;
- Be responsible, on a rota basis, for welcoming the students on arrival, supervising play and lunch times, and being on duty at school ending time;
- Attend and participate actively and positively in all pre-arranged staff meetings, planning meeting, inset days, professional development opportunities etc.
- Record and report to the Class teacher all incidents and accidents in line with the school's policies and procedures;
- Be proactive in learning to use and understand the objectives behind the Montessori educational material, in line with the Pedagogy and with the support of colleagues, training and training materials available in class;
- Contribute to the corporate life of the school through effective participation in meetings and management systems necessary to co-ordinate the management of the school if required;
- Contribute fully in school outings and events and take part in marketing and information activities such as Open Days, Information Evenings and other events;

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- Take responsibility for own professional development and duties in relation to school policies and practices;

Safeguarding Statement

Northfields is committed to safeguarding the health, well-being and safety of our students by creating and maintaining an open, safe, caring and supportive environment. We aim to foster a strong sense of community, respect and discipline while promoting positive student-life experiences. Safeguarding and Child Protection are the direct responsibility of all members of the community: The Board of Directors, Leadership and Management, Staff and Volunteers.

The successful candidate should possess the job specification as outlined below:

EDUCATION

- SC & HSC
- Certificate or Diploma in Childcare or equivalent (e.g. NVQ 2)

OTHER MANDATORY DOCUMENTS AS REQUIRED

- Food Handlers Certificate
- Medical Certificate
- Certificate of Character

KNOWLEDGE & EXPERIENCE

- Some prior knowledge and understanding of the professional requirements of being a Primary School Childcare Assistant;
- Ability to relate well to young children and adults;
- Experience of working with children of relevant age;
- A basic understanding of the Montessori principles of child development and learning processes;
- Ability to evaluate own learning needs and actively seek professional development and opportunities to extend one's knowledge;
- Openness to learning a variety of teaching strategies, disciplinary and class management techniques;
- Experience of working as a successful collaborative team member, understanding classroom roles and responsibilities and your own position within these.

SKILLS

- Communication skills
- Interpersonal skills
- Collaborative skills
- Creativity and presentation skills
- Practical ICT skills

If you are interested, please send you CV and Cover letter to careers@northfields.school.

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