

WakaCARE Childcare Assistant – Job Description

Relationships with Children and Parents

- Develop trusting and nurturing relationships with children
- Provide proactive supervision of children by actively engaging with the planned activities alongside them
- Set expectations for behaviour and ensure these are maintained in a positive and constructive manner
- Ensure that children's welfare and safety is paramount at all times (provide suitable intervention in the case of illness or accident).
- Develop positive relationships with parents/caregivers e.g. acknowledge and greet them, and be receptive to their questions and concerns
- Ensure the development and maintenance of positive relationships with students and parents is prioritized by all staff.
- Ensure food, drink, rest and toilet facilities are available at all times to the children

RESOURCES/ACTIVITIES

- Organise and maintain materials and play equipment.
- Assist with packing away equipment and materials at the end of the day.
- Assist in developing activities appropriate to the needs of children of all ages and stages of development, cultural background and disabilities.
- Assist with food preparation on a daily basis.
- Assist WakaCARE Supervisor with all matters pertaining to Before/After school care bookings received via the Aimyplus booking programme when required (incl absenteeism)

FACILITIES

- Assist with keeping resource cupboard and equipment room organised.
- Notify the Supervisor of any damage, safety hazards etc.

STAFF RELATIONSHIPS

- Work with other staff members as a team.
- Ensure the smooth running of the WakaCARE before and after school care in the event of any absenteeism
- Make sure the authorised person collects the child. Parents to sign children in and out.