Ducklings Day Care

 Essential Criteria Sheet – Support Staff Day Care/Nursery

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|  | **Essential** | **Desirable** | **Method of Assessment** |
| **Qualifications and training** | * NNEB, NVQ 3 or CACHE level 3 or BTEC Level 3 or equivalent qualification in a relevant discipline
* Minimum 4 subjects GCSE Grades A\*-C (or equivalent) including Maths and English
 | * First aid certificate
 | * Application form
* Class based activity
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| **Experience** | * Current experience of working within a school nursery
* Experience of working in a day care setting.
* Keyworker experience
* Current experience of planning and evaluating learning experiences
* Currently involved in planning of learning for individuals, groups and whole class
* Experience of working with children with general and specific learning difficulties
* Experience providing wrap around and holiday activities
 | •Full working knowledge of relevant policies/codes of practice/legislation•Understanding of statutory frameworks relating to teaching | * Application form
* Letter of application
* Interview
* Reference
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| **Skills, knowledge and aptitude** | * Ability to relate well with babies, children and adults
* Making and recording observations
* Supported the teacher in keeping learning journals updated
* Demonstrate an ability to use skills, expertise and experience to work independently to support pupil learning with individual children and groups
* Good written and oral communication skills
* Ability to work flexibly either on own or as part of a team
* Enthusiasm and ability to use initiative
* Ability to contribute to meetings and liaise with other agencies
* A willingness to work co-operatively with a wide range of professionals
* Willingness to undertake further appropriate training as required by Senior Management Team
 |  | * Application form
* Letter of application
* Interview
* Reference
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| **Additional Factors** | * Approachable manner, reliable, conscientious and articulate
* Good sense of humour- recognises change is sometimes inevitable
* Sensitive to the needs of vulnerable children and their parents
* Commitment to achieve high standards and to continuing personal and professional development
* High level of confidentiality and discretion
* Enthusiasm and drive.
* Calm and positive approach
 | * Appreciate and support other professionals.
 | * Letter of application
* Interview
* Reference
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