

Position	Trainee Child Care Worker
Salary	£7.83p/h
Period of Employment	6 months, subject to periodic reviews
Hours/Days Required	30 (25 in crèche role + 5 hrs volunteering & training) 6 hrs per day – usually 9 –12 & 12:30 3:30
Placement Organisation	Cardigan Centre, 145 – 149 Cardigan Road, LS6 1LJ
Responsible to	Work Placement Supervisor and PATH Project Officer
How to Apply	Email CV and supporting statement to <a href="mailto:step@pathyorkshire.co.uk">step@pathyorkshire.co.uk</a> and include an eligibility check form/ application declaration form downloadable from the Vacancies Page of our website, <a href="http://www.pathyorkshire.co.uk">www.pathyorkshire.co.uk</a> .  Will be subject to DBS.
Job Start Date	<b>TBC</b>

## About the Placement Organisation

The Cardigan Centre has three main departments that support the local and Leeds wide communities  
**Facilities** – provide room hire for meetings, physical activities for all ages, Youth group, community café, learning, weddings etc.

**Youth & Community** – provide services for young people aged 6 – 24yrs. This includes Youth Groups, physical activities, Talent Match, & one to one support.

**Education & Training** – Provide accredited and non accredited learning opportunities throughout the Leeds area. This is delivered through Leeds Community Learning funding so it usually free at the point of delivery.

The Cardigan Centre target groups include hard to reach communities, disengaged younger people, NEET young people struggling to find meaningful employment, adults who have been unemployed or out of the work place for a while and want to return to learning / work.

## Purpose of the Placement

This paid placement is funded through the STEPS programme and aims to support Leeds residents who are over 25 years old and long term unemployed (unemployed over 12 months and over) develop their confidence and work skills within diverse sectors with supportive employers within a 6 month fixed term period. \*Eligibility terms and conditions apply.

Participants will be working for 25 hours in a paid role. In addition they will be required to undertake 5 hours of paid personal development training which will include either volunteering within your paid placement or with another organisation or undertaking some training or courses.

## Work Skills Development Opportunity

- To work within a crèche team to provide a safe & happy environment for children to play & develop.
- Provide physical care of babies and children under the age of five
- Create a safe & stimulating play environment for children under the age of five
- Set out equipment, ensure tidiness & clear up at the end of the session.
- With qualified staff help to complete the session Planning Sheet and provide varied and creative activities appropriate to each child.
- Assist in completing room Health & Safety check list each session. Help to ensure Health & Safety issues are identified and addressed (as part of the team)
- Liaise with other staff: day to day within the crèche

- Support parents/carers in completing the Crèche Registration form and liaise with parents/carers about their child's needs.
- With crèche staff team complete Daily records and give to parents at the end of each course.
- Work as a team in general decision making
- Help to implement the Cardigan Centre's child protection and health and safety policies
- Abide by other relevant policies: i.e. equal opportunities, confidentiality.
- Undertake relevant learning and development
- Attend staff meetings, training & supervision sessions
- Undertake such other tasks as may from time to time be necessary and appropriate for the role of Sessional Crèche Worker
- Make yourself familiar with the Venue emergency procedures i.e. fire, where the first aid box & Accident book are located.
- Interact and communicate with parents
- Change nappies - if parents give permission
- Keep a Learning Diary.
- Attend supervision

### **Personal Development**

**Further training** and experiences may be gained as appropriate.

# SELECTION CRITERIA

The ESSENTIAL CRITERIA are those criteria that you must meet in order for you to be considered or given a chance for an interview.

The DESIRABLE CRITERIA are not necessary for you to meet but if you indeed do so, they can be considered an advantage that you have over other applicants who also met the essential criteria.

**IMPORTANT: Use these selection criteria to guide your answers in the COMPETENCY STATEMENT section of the PATH STEP Application Form.**

<b>SKILLS &amp; COMPETENCIES</b>	<b>Essential Criteria</b>	<b>Desirable Criteria</b>	<b>Method of Assessment</b>
Have good communication, team working, interpersonal and organisational skills;	X		Application & Interview
Good Numeracy and Literacy skills	X		Application & Interview
Have a passion for working with people	X		Application & Interview
Have the ability to work in a fast-paced environment;	X		Application & Interview
Ability to work independently, meet deadlines and priorities	X		Application & Interview
Ability to work to policies and procedures	X		Application & Interview
Ability to provide a safe and happy environment for the children to play and develop	X		Application & Interview
Ability to provide physical care of babies and children under the age of five	X		Application & Interview
Ability to complete session Planning Sheets as part of a team	X		Application & Interview
Ability to create a safe and stimulating play environment for children under the age of five	X		Application & Interview
Ability to set up equipment and ensure clear up at the end of the session	X		Application & Interview
Ability to complete risk assessments	X		Application & Interview
<b>KNOWLEDGE &amp; EXPERIENCES</b>	<b>Essential Criteria</b>	<b>Desirable Criteria</b>	<b>Method of Assessment</b>
Willingness to undertake relevant training and develop skills and experience in area	X		Application & Interview
<b>BEHAVIOURAL &amp; VALUES</b>	<b>Essential Criteria</b>	<b>Desirable Criteria</b>	<b>Method of Assessment</b>
Work in accordance with organisational policies and procedures of Path Yorkshire and Cardigan Centre	X		Application & Interview
Help to implement Child Protection and Health and Safety policies	X		Application & Interview
Willingness to undertake relevant training and other tasks appropriate for the role	X		Application & Interview
Proactive approach to work	X		Application & Interview
Awareness of safeguarding	X		Application & Interview

## Disclaimer

- Your contract of employment will cease at the end of the 26 weeks
- Benefits may be affected as this placement will be classed as paid employment

# RISK ASSESSMENT OF THE TRAINING POSITION

## A. CLIENT GROUPS, the trainee will work with

- General Public       Factory Work       Other Agencies   
Children       People with learning difficulties       Clients in their own home resident or hostel

## B. PHYSICAL CONDITIONS:

### 1. Work is conducted in the main

- Indoors       Outdoors       Sitting   
Standing       Walking       Office Accommodation

### 2. The training will involve

- Lone Working       Working out on the Estate       Working underground   
Climbing       Working on the Counter       Working in Void Properties   
Bending       Manual Handling tasks       Working in confined spaces   
Stretching       Working at Heights       Contact with discarded needles   
Driving       Potentially working in a smoking environment   
Cash Handling       Use of Display Screen Equipment

## C. CONTROLS TO MINIMISE HAZARDS

The following specialist equipment will be provided for the traineeship.

Personal Protective Equipment	n/a
Protective Clothing	n/a
Type of Vehicle (other than car)	n/a
Other equipment used	n/a

To control the hazards identified by this assessment, we are committed to providing Induction Health & Safety training plus further detailed training as appropriate to the post.

**We want all our trainees to work in safe and healthy conditions. In accordance with health and safety legislation – all trainees have a duty to act responsibly and to do everything they can to prevent injury and ill health to themselves, work colleagues and others.**