

**EXTENDED DAY LEADER - PERSON SPECIFICATION &  
SELECTION CRITERIA**

<b>Criteria</b>	<b>Essential (E) Desirable (D)</b>	<b>Evident in Application (A) And/or Interview (I)</b>
<b>Qualifications</b>		
Level 3 qualification in Playwork (defined as full and relevant by the Teaching Agency to work in an early years setting) <u>OR</u> Level 3 early years/childcare qualification (defined as full and relevant by the Teaching Agency to work in an early years setting) and the CACHE Award in Playwork for Early Years & Child Care Workers <u>OR</u> Level 3 early years/childcare qualification (defined as full and relevant by the Teaching Agency to work in an early years setting) and a commitment to achieve the CACHE Award in Playwork for Early Years & Child Care Workers / a Level 3 qualification in Playwork	<b>E</b>	<b>A</b>
Current appropriate first aid certificate or evidence of commitment to achieve this before taking up the post	<b>D</b>	<b>A/I</b>
Food safety/hygiene qualification at Level 2 or above	<b>D</b>	<b>A/I</b>
Training in safeguarding children at 'specialist' level, as defined by the Oxfordshire Safeguarding Children Board, or a commitment to complete this within 3 months of recruitment.	<b>D</b>	<b>A/I</b>
<b>Experience</b>		
Experience of working with children, and providing high quality play opportunities that meet their developmental needs	<b>E</b>	<b>A/1</b>
Experience of managing challenging behaviour in work with children	<b>E</b>	<b>A/I</b>
Knowledge and understanding of the Early Years Foundation Stage and requirements of the Ofsted Childcare Register.	<b>E</b>	<b>A/I</b>
Knowledge of Playwork Principles, as set out at <a href="http://www.skillsactive.com/playwork/principles">www.skillsactive.com/playwork/principles</a>	<b>E</b>	<b>A/I</b>
<b>Aptitude &amp; Skills</b>		
Effective communication skills, with the ability to inform, inspire and motivate children and staff, and provide oral/written feedback to school, professionals and parents/carers	<b>E</b>	<b>A/I</b>
Ability to put knowledge of legal requirements and Playwork Principles into practice	<b>E</b>	<b>A/I</b>
Ability to use own initiative, problem-solve and make efficient use of resources	<b>E</b>	<b>A/I</b>
Relevant management and organisation skills, including staff supervision	<b>E</b>	<b>A/I</b>
Understanding of what constitutes high quality childcare and commitment to provide this	<b>E</b>	<b>A/I</b>
Ability to create and maintain positive and supportive relationships with vulnerable pupils	<b>E</b>	<b>A/I</b>
Awareness of strategies for the management of pupils with emotional and behavioural difficulties	<b>E</b>	<b>A/I</b>
<b>Other</b>		
Commitment to own professional development and that of colleagues	<b>E</b>	<b>A/I</b>

Awareness of Health and safety issues	<b>E</b>	<b>A/I</b>
Ability to maintain confidentiality	<b>E</b>	<b>A/I</b>
Can manage time effectively	<b>E</b>	<b>I</b>
Commitment to and understanding of the principles of equal opportunities and Children's Rights	<b>E</b>	<b>I</b>
Ability to ensure that the rights of children and adults are respected and promoted, and that discriminatory attitudes, behaviour or practices are challenged.	<b>E</b>	<b>I</b>
Disclosure and Barring Service (DBS) Certificate – this will need to be applied for if successful	<b>D</b>	<b>I</b>
Knowledge of child protection issues and procedures	<b>D</b>	<b>I</b>
Ability to move equipment/small items of furniture when setting-up/clearing play area	<b>E</b>	<b>I</b>
Ability to occasionally attend meetings/events outside normal hours of work for this post	<b>D</b>	<b>I</b>
Commitment to British Values	<b>E</b>	<b>I</b>