

# PLACEMENT ROLE DESCRIPTION

A placement role description shows the student what their job role is while they are working with you.

It outlines what they will do and what their responsibilities are. It tells supervisors and other people in the business what the student's job involves. It also helps the provider choose the right student for the placement.

It's advisable to write a placement role description for each student, which links to the development objectives and learning goals agreed with the student and their college or school. A few tips are given below followed by guidance on what the role description should cover.

## **TIPS**

- Use straightforward language and avoid jargon
- Tell the student clearly what they will be doing
- Include the organisation's name, address, website and contact details



## **WHAT SHOULD IT COVER?**

### **THE ORGANISATION**

Short description of the organisation and what it does (core activities). Brief statement of your values and mission – could come from your website or recruitment materials. Anything else about the working environment which might help bring it to life for the student.

### **ROLE AND KEY RESPONSIBILITIES**

- Title of the role
- Short description of what it involves
- List of key responsibilities
- Job title of their supervisor – the person they will be working with most closely during the placement
- Extra information for the student, e.g. what a typical working day is like

### **STUDENT SPECIFICATION**

Prepare a short description of the key things you're looking for in the student. This could include technical skills, personal attributes and desirable behaviours suiting the role and organisational culture.

# EDUCATION AND EARLY YEARS

## **T LEVEL: EDUCATION**

### **ROLE: CHILDCARE AND EDUCATION ASSISTANT**

#### **ROLE AND KEY RESPONSIBILITIES**

- The student will be working in a busy nursery, playgroup or crèche. His/hers key responsibility will focus on: helping to prepare activities and materials, tidying rooms after use, working with staff to help with sessions/lessons, reading with and to children, number work, storytelling, artwork and practical activities, inputting ideas for children's games and other activities as required.
- In addition, the student will contribute by assisting staff with the social integration and interaction of the children. He/she will greet children and parents on arrival, and may be expected to help supervise break and lunch times, as well as possibly helping with administration tasks.

#### **ABOUT THE ORGANISATION**

High-quality, flexible childcare is a vital ingredient to aid children's future success and help prepare them for the rest of their life. Children learn best when they are healthy, safe, secure and when their individual needs are met. We aim to make sure that every child who comes into Company RR will leave feeling happy, confident, independent, prepared for their next big step in life, and most importantly be 'school-ready'.

#### **STUDENT SPECIFICATION:**

Being a Nursery Assistant involves having extensive knowledge of children. It requires knowing what makes them happy; keeping them entertained; and being able to teach them in a way that they can readily understand. We are looking for someone that:

- enjoys working and playing with children
- is proactive and motivated
- has strong communication and listening skills
- has knowledge of children's stories and nursery rhymes
- is passionate about taking care of children
- an enhanced Disclosure and Barring Service (DBS) check will be required before the start of the placement

