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| https://lh6.googleusercontent.com/NWQ0XUw643Gs1Pr0Y7rMq-yq_LizjRGphX58weNbRrs0wKfx-bQb_F8w3_psjMyI6jrj58hi8HAoGN8JkOLeNJxfVXHSRVcOyKnKwgLtM0hzWnWY7dUsHa1Q1UzDo3FL2hZY1WWv | **PROGRAMME MONITORING & IMPLEMENTATION UNIT**  **PUNJAB EDUCATION SECTOR REFORM PROGRAMME**  **(PHCIP PROJECT)** |

**EARLY CHILDHOOD CARE AND EDUCATION (ECCE) CAREGIVER**

**Duties and Responsibilities**

ECCE Caregiver Job Description includes the following:

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| **S#** | **Line of responsibility** | The caregiver is directly responsible to the ECCE Teacher and the school Head Teacher. |
| 1 | **Age/ Gender** | 20 – 45 years / preferably female |
| 2 | **Qualification** | Completed middle school with preference to Matriculation |
| 3 | **Primary Task** | * To provide high standard of physical, emotional, social and intellectual care for children in the ECCE class, within and outside the classroom, together with the ECCE teacher as well as in his/her absence |
| 4 | **Support for ECCE Teachers** | * Under the guidance of the ECCE teacher, the caregiver will be responsible for class management activities such as leading individual, small- and whole- group activities with the ECCE teacher, care and use of the learning materials including the ECCE kit, and support for ECCE |
| 5 | **Support for ECCE Students** | * The caregiver will work with pairs/groups of children under the supervision of the ECCE teacher. * S/he will supervise and provide particular support for children, including those with special needs, ensuring their safety and access to learning activities. * S/he will be alert to issues of safeguarding ECCE children and child protection, ensuring that the welfare and safety of children attending school is promoted and safeguarded, and will report any related concerns to the ECCE teacher/Head Teacher in a timely manner. |
| 6 | **Training** | All caregivers are required to participate in an ECCE training, including relevant strategies for class management, and effective teaching practices and learning activities. |
| 7 | **Overall responsibility** | * Caregivers will be responsible for attending trainings on Social Mobilization for ECCE. They will receive the necessary training and will conduct community awareness sessions within the vicinity of their schools. |