

CAREER DESCRIPTION

Job holder:

Job title: Child Development Officer

Department: Out of School Care Services

Responsible to: Children and Young People Services Manager

Date appointed:

Salary: £20,326 pro rata

Hours 27.5 Hours per week Term Time (7:30am – 9:00am & 2:30pm – 6:30pm)
37.5 Hours Per week Holidays (shift pattern between 7:30am and 6:30pm)

Key responsibilities of position:

To promote the Indigo brand and values and to ensure all systems and procedures are delivered to the highest standard, delivering on the outstanding quality of service for children, young people, families and staff that is described in our vision.

The Child Development Officer is responsible for:

1. Planning and delivering stimulating, exciting and balanced programmes for learning in accordance with Curriculum documents for Out of School Care.
2. The safe supervision and transporting of children to and from school as part of the daily routine.
3. Monitoring and evaluating children's learning and development, ensuring the needs of every child and their family are met.

Specific responsibilities of the position:

1. To assess and record children's development and learning, implementing supportive programmes where required.
2. You will provide a high quality, caring, safe and stimulating learning environment that enables children to develop at their own pace.
3. Contribute to quality improvement and have an understanding of quality assurance systems used in Out of School Care Service

Administration

1. To ensure that all children's files and information remain securely stored and that all information is kept up to date.
2. To complete administrative tasks outlined by Assistant Manager to the highest standard on a regular basis.

Training

1. Attend regular training sessions and ensure that all mandatory requirements are met, ensuring you evaluate all training sessions and feedback to Assistant Manager.

2. To identify personal and service training needs, highlighting these to Assistant Manager at supportive supervision sessions and annual review. You will demonstrate a commitment to your own Continued Professional Development.
3. Positively support new staff members, students and work experience candidates ensuring you are a positive role model.
4. To attend regular supervisions and appraisals.

Parent and CYP Engagement

1. To operate as a strong, supportive and positive role model for all children and young people at all times.
2. To ensure The Indigo Group's expectations in relation to outstanding customer service are at least met if not exceeded.
3. To ensure that systems and procedures facilitating feedback from parents, children and young people are delivered to a high standard
4. To ensure that the ongoing delivery and development of the service day to day, is done within an ethos of co-production with parents, children and young people
5. To ensure that enrolments are carried out to the highest standard, in line with The Indigo Group Admissions procedure and that all parents, children and young people are welcomed in to the service and are given a positive experience.
6. To contribute to and engage on family communication platforms.

Setting up the room

1. To include children and young people in planning of activity programme in accordance with Indigo Group Systems and Procedures
2. To ensure Indigo Group systems and procedures are followed in relation to the set up, layout and ongoing maintenance of the rooms in use for the service on a day to day basis.

School Collections

1. To ensure Indigo Group systems and procedures are followed effectively for safe collection and transport of children to and from school including appropriate allocation of staffing resources and appropriate conduct of staff, children and young people in a way that demonstrates the culture and values of the Indigo Group.

Service Delivery

1. To ensure that all sessions are safe, fun and inclusive, underpinned by the wellbeing Indicators and to deliver on your role demonstrating the culture and values of the Indigo Group.
2. To demonstrate leadership of your own role by working constructively with colleagues on continual improvement across the team.
3. To demonstrate through your day to day practice, an understanding of UN Rights of The Child and the importance of participation and engagement of all children and young people in the planning, delivery and evaluation of the services.
4. To ensure the Indigo Group systems and procedures relating to the end of service are followed effectively and you demonstrate the highest level of customer service.

Health and Safety

1. Adhering to legal responsibilities and duties under *The Children Act (Scotland) 2014* and *Health and Safety at Work Act*, National Care Standards and requirements of SSSC in order, to take reasonable care for the health and safety of yourself, your colleagues and the children and young people in your care.
2. To follow all Indigo Group systems and procedures, including those in Employee Handbook to ensure your own safety day to day and that of your colleagues, children and young people.
3. You will complete and carry out daily risk assessments, including assessments of the environment and planned activities.

Other responsibilities:

1. Administering when required registers, rotas and day to day snack purchasing
2. To support Assistant Manager and colleagues with preparation for Inspections and quality Assurance reviews e.g. Achieving Quality Scotland reviews by ensuring standards are met on a day to day basis and recording and providing evidence on a regular basis.
3. To monitor the care, safe and secure use of all resources and ensure Indigo Group systems and procedures of that nature are adhered to by all staff.
4. To provide Assistant Manager with input from staff, children and young people for the regular purchase and replenishment of resources.
5. To demonstrate an understanding of emerging local and national government initiatives and documents (e.g. Achieving Quality Scotland, Curriculum for Excellence, HGIOELC, etc.).
6. You will comply with SSSC Codes of Practice
7. You will attend regular team meetings include planning, development and review meetings.

Measurement and performance criteria:

1. Inspection Grades
2. AQS review Grades
3. Feedback from children, young people and parents
4. Personal training results, i.e. achievement of accredited training.
5. Input to the organisation's ongoing progress and development in alignment with the organisations values.

Relationships:

Responsible for Support Workers and Volunteers

Responsible for own performance.

Responsible to Assistant Manager

Levels of authority:

You will support operational decisions to ensure best practice is adhered to.

Other conditions of job:

Acceptance of job description

By signing below, the job holder accepts the above detail and acknowledges receipt of a copy of the job description. The original will be held in the job holders personnel file.

Signed by manager: _____ Date: _____

Signed by job holder: _____ Date: _____