

## CAREER DESCRIPTION

**Job holder:**

**Job title:** Support Worker

**Department:** Early Years

**Responsible to:** Early Years Manager

**Date appointed:**

**Salary:** £19,305 (pro rata)

**Hours** 37.5 Hours

### 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 Support Worker is responsible for:

1. Provide a range of experiences, caring for children and meeting their needs.
2. Working effectively and positively as part of a team, recognising where support is needed and responding accordingly.
3. Being adaptable to working within different teams, different routines and a variety of age groups.

### Specific responsibilities of the position:

1. To have an awareness of and work within the relevant curriculum framework ((e.g., Curriculum for Excellence, HGIOELC, Pre-Birth to 3, GIRFEC, Realising the Ambition etc.).
2. To demonstrate a willingness to learn about high quality childcare services and share a vision of best practice in line with The Indigo Group's values.
3. To demonstrate an interest and an initial understanding of the Health and Social Care Standards.

### *Administration*

1. To ensure that all relevant daily documentation is completed.
2. To attend and contribute to relevant meetings.

### *Training*

1. Attend regular training sessions and ensure that all mandatory requirements are met, ensuring you evaluate all training sessions and feedback to your team.
2. To identify personal training needs, highlighting these to Lead CDO at supportive supervision sessions and annual review. You will demonstrate a commitment to your own Continued Professional Development.
3. To attend regular supervisions and appraisals.
4. Fulfil SSSC requirements, maintain registration and PRTL.

## **Parent and CYP Engagement**

1. To operate as a 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 met.
3. To warmly welcome parents and visitors into the service contributing to the Indigo experience.
4. To contribute and engage on family communication platforms.
5. To provide children with continuity of care and develop positive relationships with parents, carers and staff.

## **Setting up the room**

1. To set up, participate in and clear away activities with the children.
2. Consider individual needs when setting up the room.
3. Ensure environment is welcoming, rich and engaging.

## **Service Delivery**

1. To ensure that all experiences are safe, fun and inclusive.
2. To consult and involve children in planning for their own learning.
3. Support staff to gather relevant information to inform children's tracking and assessment records.
4. Share necessary tasks as part of the general upkeep, tidiness and cleanliness of the service e.g. laundry, cleaning, organising equipment
5. To be responsible for a key group in the absence of a key worker as a result of annual leave or sickness.
6. When required, prepare snack and serve meals.
7. To carry out personal care for children and meet their individual needs.

## **Health and Safety**

1. Adhering to legal responsibilities and duties under *The Children Act (Scotland) 2014* and *Health and Safety at Work Act*, Health & Social 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.
4. To adhere to infection control guidelines.
5. 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.

## **Other responsibilities:**

1. You will comply with SSSC Codes of Practice
2. To support staff and children on trips and outings.

**Measurement and performance criteria:**

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

**Relationships:**

Responsible for own performance.

Responsible to Lead CDO's.

**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: \_\_\_\_\_