

The Highland Council
Education & Learning Service

Job Description
Support Worker (Early Learning & Childcare)

Service:	Education and Learning
Job Title:	Support Worker (Early Learning and Childcare)
Grade and Salary:	HC0335
Location:	<i>Salary placing will normally be on the first point of the scale.</i> Primary School
Responsible to:	The Head Teacher
Job Purpose:	To work as an effective member of the childcare team, supporting the Head Teacher in the delivery of a range of stimulating activities in a safe environment that meet the needs of both children and their families. The work is to be carried out in accordance with Highland Council policies, guidelines and codes of practice.
Key Duties and Responsibilities:	▪ As a member of the school Childcare Team, provide practical assistance to children and the wider childcare team ▪ Undertake activities with children to give them positive experiences promoting responsibility, contribution, learning and self-confidence ▪ Ensure that you are aware of, and understand, your responsibilities on a day to day basis and carry these out in a professional and effective manner ▪ Ensure that you are adhering to the relevant planning, policies and procedures that support the quality of play and learning within the facility ▪ Provide assistance to early years practitioners, parents and children covering a range of needs which can include a variety of tasks both in and out of the setting ▪ Ensure that children have the opportunity to play and learn in a self- directed way and that you interact with them in a way that supports and promotes their confidence and individual abilities ▪ Encourage the parents, children to be familiar with, and adhere to, the relevant policies and procedures that support the safe running of the facility ▪ Encourage the children to participate in the preparation of the snack provision ▪ Provide practical assistance with personal care tasks
Other Duties:	You may be required to perform duties, appropriate to the post, other than those given in the job specification. The particular duties and responsibilities attached to posts may also be varied without changing the general character of the duties or the level of responsibility entailed. Such variations are a common occurrence and would not themselves justify reconsideration of the grading. As a result of such variations it will be necessary to update this job specification from time to time.

Special Conditions: 39 weeks per year plus allowance for holidays which should be taken during school holidays

Date:

**The Highland Council
Education & Learning Service**

**Person Specification
Support Worker (ELC)**

Service: Education and Learning

Job Title: Support Worker (ELC)

Location: Primary School

Closing Date:

Essential Attributes

In order to be able to carry out the duties of this post effectively and safely, candidates will be able to provide evidence of the following.

1. **EXPERIENCE –**
Previous experience of working with young children.
Knowledge of Care Standards and the Care Inspectorate
Understanding of SSSC registration requirements
Understanding of working in a school setting, delivering early learning and childcare
2. **EDUCATION AND QUALIFICATIONS -** It is a requirement that all staff working in early years services register with SSSC and embark on accredited training. It is Council policy that all staff undertaking employment with the Council agree to undertake such training in due course.
3. **SKILLS/ATTRIBUTES GENERAL –**
Ability to work on own initiative.
4. **SKILLS/ABILITIES SPECIFIC TO THE POST –**
Ability to respect confidentiality
Good communicator with children
Ability to respond calmly and efficiently in an emergency
Knowledge of food handling regulations
Knowledge of first aid
5. **INTERPERSONAL AND SOCIAL SKILLS –**
Ability to relate easily to adults and children