

JOB PROFILE

Post Title: Relief Support Worker (Unqualified) - Early Learning and Childcare

Post Number: Generic

The purpose of this post is to work effectively as a member of an Early Learning and Childcare team to support in the delivery of a high quality, safe and balanced education and care service, which meets the needs of each young child and their families and is in accordance with relevant legislation and guidelines.

Post holders must apply for and maintain registered status with the registering body as long as the post is held.

In accordance with the Scottish Social Services Council; all Social Work Service workers must adhere to the following Codes of Practice: http://www.sssc.uk.com/doc_view/1020-sssc-codes-of-practice-for-social-service-workers-and-employers

The SSSC have a Continuous Learning Framework and staff should make themselves aware of the content and how it relates to the Support Worker post.

<http://www.continuouslearningframework.com/clf/home/welcome-to-the-continuous-learning-framework-website.html>

The main duties of the relief Support Worker are, under the direct supervision of a practitioner:

- To work effectively as a member of the Early Learning and Childcare team.
- To interact effectively, enthusiastically and appropriately with young children to meet their individual education and care needs.
- To promote and value each child and support their welfare, including their personal, social and emotional wellbeing.
- To comply with relevant legislation, guidelines and procedures relating to learning, care and health and safety including Child Protection procedures and Health and Safety guidelines.
- To maintain a positive, child centred, inclusive and nurturing environment.
- To observe children in the course of interaction and respond appropriately, reporting progress or concerns to senior team members.
- To work effectively with other staff members, other professionals and parents/families, as appropriate, to carry out duties as outlined.
- To participate in work related meetings.
- To undertake learning and development of practice in line with best practice guidance as identified by the registered manager.
- To maintain registration with SSSC through post registration training and learning.

- To communicate in a professional, courteous and respectful manner and adhere to strict confidentiality guidelines
- To undertake relevant administrative duties as required.

From time to time, the Council may require the post holder to undertake duties outside those specified.

PERSON SPECIFICATION

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Post No: Generic

This person specification describes the values and attributes of a suitable candidate for our role. Through the recruitment and selection process, we shall be looking for evidence that you understand, share and can demonstrate our values and possess the essential attributes.

Our Values

In Shetland Islands Council, **excellent service** is at the heart of everything we do. We provide **excellent service** by **taking personal responsibility** and **working well together**. We demonstrate this by;

1. Providing an excellent level of service, by making sure we understand, meet and manage our service users' needs.
2. Having a positive attitude and taking our responsibilities as employees of the council seriously. Working in an open and honest way, reflecting on our performance and looking for opportunities to improve and develop.
3. Demonstrating a positive attitude by being open-minded, fair, respectful, trustworthy and honest.

For more detailed information on the Council's values, please visit the Shetland Islands Council's website and search for 'Our Values'.

Additional post specific attributes are set out below;

	ESSENTIAL	DESIRABLE
<u>Personal Features/Qualities</u>	An interest and enthusiasm for working with children. A caring and nurturing approach. Ability to relate to others. Positive and non-judgemental attitude. Good organisational skills.	
<u>Relevant Experience</u>	Relevant experience of working with children on an informal basis.	Experience of working with children in a formal setting.
<u>Education</u>	Possession of National 4 qualifications (or equivalent)	Ability to use initiative to support own learning.

Willingness to undertake relevant training.

Achieve registration with the SSSC as a Support Worker in a day care of children service within 6 months of taking up the post.

Skills, Abilities and Knowledge

Ability to work effectively as part of a team.

Good interpersonal and communication skills.

Ability to maintain confidentiality.

Good observational skills.

Awareness of Child Protection and Health and Safety issues.

Basic knowledge and understanding of child development and how children learn.

Good ICT skills.

*Link to SSSC information on accepted qualifications: <https://bit.ly/2zY2JDc>

Allowances: Distant Islands Allowance

Evaluated Grade: E

Date of Evaluation: 08/06/2017

PVG Membership: Children's

Disclosure Check: -

Date of Last Amendment: 14/01/2020