

JOB DETAILS FORM

JOB OUTLINE	
JOB TITLE: Support Worker (Early Years)	JET CODE: 8035
DIVISION: Resources & People Services	
SERVICE/BUSINESS UNIT: Education – Early Learning and Childcare	
REPORTING TO: Head Teacher	
RESPONSIBLE FOR: None	
JOB PURPOSE: To work as an effective member of an early year's team delivering a high-quality child centred service which meets the needs of all children and their families. This will involve working with individual and small groups of children some with additional support needs.	
MAIN DUTIES: - To support and contribute towards the creation of a warm, caring and stimulating environment for young children and their parents/carers. - When required deal with the personal, physical, medical and nutritional needs of the children. Respond to all care needs of children including washing of children and changing of nappies. - To administer first aid, including dealing with minor ailments, contacting parents/local surgery if more serious and reporting to Senior Early Years Practitioner/Senior Leadership Team. - To support staff in working with parents/carers to develop skills through play led activity and experiences. - Develop a knowledge of and awareness of individual children and their developmental needs, as part of a wider staff team. - Support children's play activities and setting up/clearing away, both indoors and outdoors, within the planning process. - To work as part of a team in developing and maintaining a caring and stimulating environment using both indoor and outdoor spaces. - Carry out administration tasks such as answering the phone, taking messages and informing appropriate staff.	

- Welcoming parents/carers and visitors.
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- Assist with the preparation and serving of snack and lunches.
- Supervising children at lunch time and encouraging children with tasks such as managing cutlery and eating lunch.
- To supervise communal areas, e.g. corridors, classrooms, dining hall, playground to support children.
- To assist with trips and outings.
- To work flexibly as a member of a team of support for children
- Understanding and adhering to Care Standards, Health and Safety and East Lothian Council's Policies and procedures.
- To communicate effectively with team members, parents/carers and other agencies to ensure the best outcomes for children.
- Any other appropriate duties, as requested by Management, commensurate with the grade for the post.

ESSENTIAL REQUIREMENTS FOR THIS ROLE

Qualifications/Experience:

- A good general standard of education **and/or** able to demonstrate equivalent knowledge, skills and competencies gained through relevant experience.
- Must hold an SVQ in Social Services (Children & Young People) at SCQF Level 6 (or an alternative SSSC recognised equivalent qualification). If not already obtained, you must commit to achieve the SVQ in the appropriate period of registration to meet the SSSC registration requirements.
- First Aid qualification or willingness to work towards gaining it.
- Level 2 Food Hygiene certificate or willingness to work towards gaining it

Disclosure Scotland:

- This role requires **PVG clearance** for regulated work with children and ELC will submit a PVG application on behalf of the preferred candidate and receipt of the subsequent PVG certificate will be **required prior to commencement**.

Scottish Social Services Council:

- **SSSC registration** is an **essential** requirement of this role. If you are appointed and are not already a member of the relevant section of the SSSC Register, you will be required to apply for registration **within 3 months** of your start date to ensure that you are **registered within the required 6 months**.

TEAM OBJECTIVES:

To provide a supportive, CARING and NURTURING LEARNING Environment to ENABLE THE needs of ALL CHILDREN to be met.

ORGANISATIONAL STRUCTURE:

Senior Early Years Practitioner

Early Years Practitioner

Support Worker -Early Years

PERSON SPECIFICATION		
Attributes	Essential	Desirable
Education, Registration & Training	A good general standard of education and/or able to demonstrate equivalent knowledge, skills and competencies gained through relevant experience. Must hold an SVQ in Social Services (Children & Young People) at SCQF Level 6 (or an alternative SSSC recognised equivalent qualification). If not already obtained, you must commit to achieve the SVQ in the appropriate period of registration to meet the SSSC registration requirements. First Aid qualification or willingness to work towards gaining it. Level 2 Food Hygiene certification or willingness to work towards gaining it. This role requires PVG clearance for regulated work with children. ELC will submit a PVG application on behalf of the preferred candidate and receipt of the subsequent PVG certificate will be required prior to commencement. SSSC registration is an essential requirement of this role. If you are appointed and are not already a member of the relevant section of the SSSC Register, you will be required to apply for registration within 3 months of your start date to ensure that you are registered within the required 6 months.	Professional Development Award (PDA) Child Protection Training

Previous Experience (Paid & Voluntary Work)	Experience of working with children.	Experience of working with children in a group care setting. Experience of working with children aged 2 to 5 years old. Experience of working with children who have additional support needs. Experience of attending to the personal care needs of the individual pupils
Knowledge/ Skills /Competencies	Ability to respond to the individual and/or group needs of children in a range of situations. Basic training/knowledge of First Aid. Effective organisational and time management skills.	
Personal Qualities	Ability to work on own initiative and as part of a team. Ability to maintain confidentiality relating to sensitive or personal matters. Ability to work without close supervision. Ability to work flexibly as part of a team. Ability to support children in their learning, play and development in an active role both indoors and outdoors.	

Council Behaviours	We are Person Centred We Initiate and Embrace Change We Strive to be the Best we can be We make things Happen We work Together	
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