



Job Outline

Post: Early Learning and Childcare Support Assistant

Service: EDUCATION

Section: Early Years

Grade: Grade C

Job Purpose:

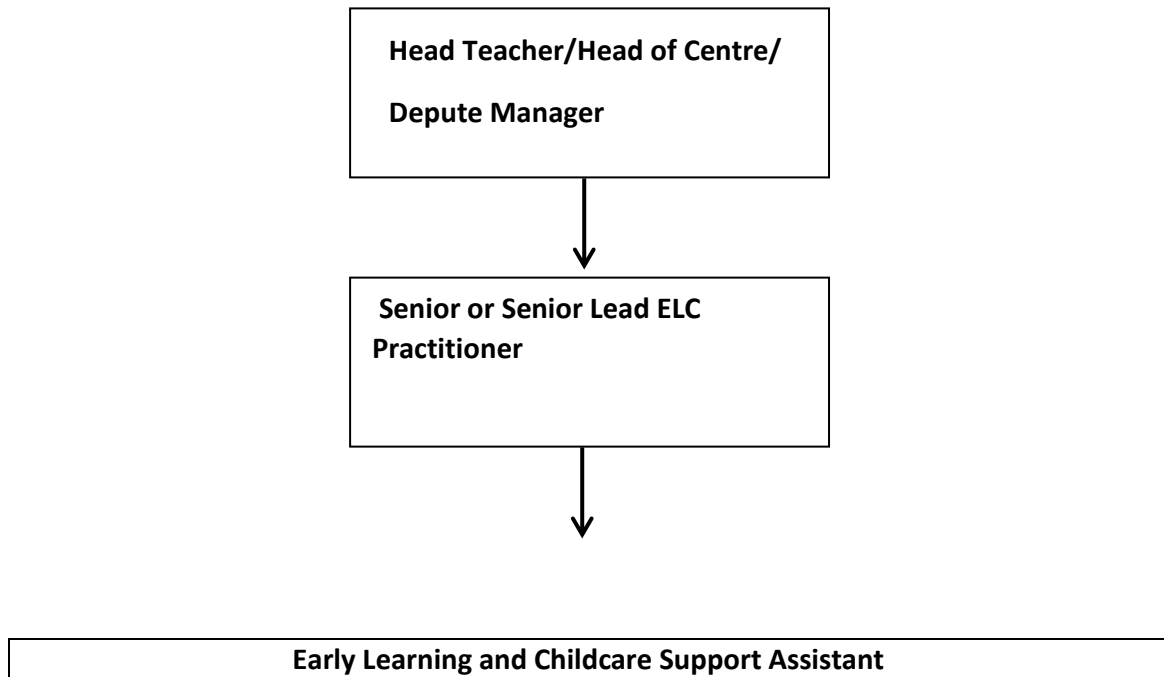
Assist with a range of supports that focus on providing nurturing care and promoting the learning and development of all children within the Early Childhood Centre. The needs and unique circumstances of each child will shape the response and approach to this.

All work undertaken is child centred, promotes independence and creativity and seeks to support the promotion, delivery and integration of the Council's key objectives as they relate to early learning and child care.

There is a requirement to be flexible in Early Childhood Centre location within East Ayrshire to meet the needs of children.

There is a requirement of the post holder to demonstrate a commitment to quality service delivery through continuous improvement for the benefit of the Service and the organisation.

STRUCTURE CHART



A. KEY DUTIES & RESPONSIBILITIES

1. Assist with the delivery of an early learning and childcare experience based on best practice, the Health and Social Care Standards, the National Standards for Early Learning and Childcare and national practice guidance; *Realising the Ambition: Being Me*.
2. Contribute to and practice within a team based approach to achieve the aims and objectives of the service.
3. Provide basic physical, emotional and motivational support to children assisting with mobility (if necessary) and developing interaction between children, modelling excellent communication.
4. Engage proactively and establish positive relationships with children ensuring their individual needs are attended to and the provision of support is focussed on children reaching their full potential, particularly in the areas of learning and development.
5. Contribute to the provision of a healthy, safe, hygienic supportive, and stimulating environment for children in order to encourage independent learning and learning through interaction with others in all learning experiences.

6. Undertake duties associated with the personal care of all children including nutrition, dressing, personal hygiene, cleaning, and toileting in line with their individual plan and Health and Social Care Standards.
7. Support children during snack and mealtimes, following guidance within the early childhood centre food policy.
8. Undertake a range of specific tasks to support children with additional support needs, including those children with a disability in accordance with relevant policies, procedures and legislation.
9. Assist in the preparation, organisation and delivery of learning planned by the early learning and childcare practitioner and support children (including those with additional support needs) to participate in learning experiences, reporting on individual progress, achievements or challenges as required in order to inform the overall assessment process.
10. Assist in the preparation and maintenance of the playroom and outdoor areas and learning materials for use with children following all equipment instructions.
11. Prepare and use ICT resources and/or equipment to support the delivery of learning programmes including setting up of Promethean boards, chrome books and other ICT.
12. Contribute to the promotion of respectful relationships in line with establishment policy.
13. Interact with and support children in line with individual plans in place for them, tailoring communication and approach to children accordingly. Seek advice from the child's key worker or management about this where required.
14. Accompany and provide supervision, guidance and assistance when escorting children to and from community based activities and other outdoor learning experiences.
15. Engage in and assist to deliver support plans developed across the wider Early Learning and Childcare Service – including (not exclusively) speech and language and physiotherapy
16. Engage in training and application of learning journals and work in accordance with associated protocols
17. Undertake all work in accordance with relevant policies, procedures and legislation relating to child protection, confidentiality and data protection, reporting concerns as required.

18. Assist the overall assessment process, recording and reporting on the achievement, progress and outcomes achieved by children by providing regular feedback to the Early Learning and Childcare Practitioners.
19. Liaise effectively and sensitively with partner organisations, parents or carers as agreed by the Senior Lead early learning and childcare practitioner or Senior early learning and childcare practitioner.
20. Assist in the administration of prescribed medications.
21. Encourage the inclusion and acceptance of all children including equal access to opportunities for all.
22. Implement Early Learning and Childcare policies on promoting positive relationships.
23. Participate in team meetings, formal supervision and undertake employee development as required.
24. Contribute to the risk assessments of the early childhood centre and where part of a child's support plan.
25. Maintain registration with the Scottish Social Services Council (SSSC) as a Support Worker in Day Care of Children Services on the Children and Young People Workforce part of the SSSC register. This includes the completion of the declaration of continuous professional learning and the 7 core learning and mandatory elements on an annual basis.
26. Undertake mandatory training programmes to meet legislative requirements and service objectives.
27. Undertake training as required to support more specialist care and support based on assessed need and as part of a child's individual plan.
28. Demonstrate behaviours which are consistent with East Ayrshire Council values (Flexible, Approachable, Caring and Empowered) and East Ayrshire Code of Conduct.
29. Meet the expected standards of practice and behaviours set out in the Scottish Social Services Council Code of Practice (including social media guidance).

B. GENERAL RESPONSIBILITIES

1. Ensure that any materials, equipment and vehicles provided to assist in carrying out the duties of your post are properly secured in accordance with the Council's policies and procedures.
2. Promote the health and safety of employees at work and of service users through the implementation of the Council's policy on health, safety and welfare at work and Departmental Health and Safety arrangements in accordance with all relevant statutory requirements.
3. Ensure that all activities for which the post holder is responsible are delivered in accordance with the Council's Equality and Diversity Policies and the statutory and general and specific Equality Duties.
4. Ensure that the Council's Customer First Service Commitment is followed in all dealings with the people we serve.
5. Actively participate in the East Ayrshire FACE process annually in accordance with the Council's guidelines.
6. Adhere to the Councils' policies and procedures for good records management ensuring that the correct information is created, maintained, stored and retrieved in accordance with business need and statutory and legislative requirements.

Person Specification

Designation: Early Learning and Childcare Support Assistant (this may be a peripatetic role)	Post No:
Service: Education	Section: Early Years

Attributes:	Essential Criteria	Desirable
Qualifications and training	Qualification as accepted by the Scottish Social Services Council (SSSC) for registration as a Support Worker in Day Care of Children Support Worker on the register for the Children and Young People's Workforce. or If do not hold the qualification then must be prepared to achieve this within the prescribed 3 year period.	SVQ Social Services (Children and Young People) at SCQF level 6 OR National Certificate in Early Education and Childcare at SCQF level 6 OR Other legacy qualifications accepted by the SSSC for registration as a Support Worker in day Care of Children Additional Support Needs training Child protection training Food Hygiene certificate

Knowledge & Skills	Ability to provide educational or learning supports to children. Demonstrate an understanding of the needs of children. Able to engage, build and sustain positive relationships with children and staff. Knowledge, understanding and skill in facilitating children's development and learning through play indoors and outdoors. Ability to work with children in groups and on an individual basis. Working knowledge of the processes of identifying need and achieving outcomes. Excellent communication skills. Demonstrate commitment to undertake initial training, continuous professional learning and the 7 core learning and mandatory elements on an annual basis as required for continued registration with SSSC	Knowledge of child development. An understanding of partnership working. Knowledge of Child Protection and Vulnerable group legislation.
	Able to effectively record and report information while maintaining confidentiality	

	Good ICT skills.	
Experience	Knowledge and experience of engagement with children and young people Provided personal care to children and/or young people. Used Microsoft Office applications.	Provided care and support to children with additional support needs. Provided educational or learning supports to children in a school or community based setting. Used the Makaton language programme to assist people to communicate. Recorded and reported results from assessments.
Employees are the FACE of East Ayrshire and are expected to demonstrate our FACE qualities and behaviours		
Quality	Behaviour	
Flexible	• Have an open mind and look for better ways of doing things. • Embrace new technologies to improve services for the people we serve. • Welcome opportunities to learn and grow.	
Approachable	• Develop positive and productive relationships with everyone. • Listen, notice, respond and engage. • Manage our reactions and think about how our behaviour affects others.	
Caring	• Embrace working in a team and working with others. • Take pride in your role, serving our community and strive to be the best we can be. • Be kind to others and to ourselves.	
Empowered	• Have the courage to try new things. • Work with others to find the best solutions. • Help everyone to realise their full potential.	