



Job Description and Employee
Specification [Early Learning & Childcare
Support Worker]
Education & Families

Service:	Education & Families
Division:	Education
Job Title:	Early Learning & Childcare Support Worker
Responsible to:	Head Teacher/Head Of Centre
Grade	NLC 4
Conditions of Service	SJC
Date of last review:	27 th April 2018

Job Outline

To support the effective delivery of a high quality nurturing Early Learning and Childcare service for children and their families in line with North Lanarkshire Council policies and procedures and under the direction of the Head of establishment or their nominee.

Main Duties and Responsibilities

Generic Duties:

1. To observe and implement the policies of North Lanarkshire Council
2. To comply with the standards set by the Care Inspectorate on the care and welfare of Early Learning and Childcare
3. To contribute to establishments self-evaluation processes
4. To ensure that the children are supported within a safe, secure, respectful and nurturing environment
5. To assist in the preparation and maintenance of resources to support children, and assist in setting up the playroom/s or outdoor spaces at the beginning of each session and also in tidying up at the end of the session
6. To access an appropriate level of qualification for a support worker as defined by the Scottish Social services Council.
7. Undertake all of the appropriate training necessary to carry out all of the duties outlined in this job description.
8. To support the implementation of Health and Safety guidelines
9. To participate in the provision of extended/flexible early learning and childcare as appropriate
10. To have an awareness of National and Local guidelines and GIRFEC legislation
11. Any other tasks as delegated by the Head of Establishment or their nominee.

Specific Tasks:

12. To respond to the personal care needs of children, for example feeding, washing, toileting, changing clothing, dental hygiene, and assist in the administration of routine and emergency medicine, and lifting and handling following guidance from North Lanarkshire Council.
13. To assist with snack and lunchtime routines providing children with help and support
14. To effectively respond to children in a group and in one to one activities, and to aid and support keyworkers with children in the indoor and outdoor environment.
15. To assist and support the delivery of appropriate learning opportunities for children with additional support needs
16. To aid and support the keyworker with national priorities in early literacy, numeracy and health and well-being through play for all children
17. To liaise with keyworkers when necessary regarding children's care
18. To undertake training, performance review and development and regularly update SSSC self- evaluation and development paperwork in line with registration requirements.
19. To attend and contribute to team meetings

This job outline is intended to indicate the broad range of responsibilities and requirements of the post. It is neither exhaustive nor exclusive but, while some variation can be expected in particular duties, the outline is considered to provide a reasonable general description of the post.

SPECIFICATION	ESSENTIAL	DESIRABLE	METHOD OF ASSESSMENT
QUALIFICATIONS/TRAINING • Hold or be willing to work towards a Support Worker qualification as defined by the Scottish Social services Council within an agreed timescale	x		Verification/Application Form/Interview
WORK EXPERIENCE • Experience of working with children within a third sector, school, early years or family setting		x	Application Form/Interview

