

## CAREER DESCRIPTION

<b>Job title:</b>	Support Worker
<b>Department:</b>	Early Years Services
<b>Responsible to:</b>	Early Years Manager
<b>Date appointed:</b>	
<b>Salary:</b>	SJC Point 13 – 14 (£16,478–£16,750)
<b>Hours</b>	37.5 hours per week

### Key responsibilities of position:

To promote the Indigo brand and values and to ensure all systems and procedures are delivered to the highest standard, delivering on the outstanding quality of service for children, young people, families and staff that is described in our vision.

The Support Worker is responsible for:

1. supporting staff in the planning and delivering of stimulating, exciting and balanced programmes for learning in accordance with Curriculum documents for children and young people.
2. working effectively and positively as part of a team, recognising where support is needed and responding accordingly.
3. being adaptable to working within different teams, different routines and a variety of age groups.

### Specific responsibilities of the position:

1. To work within the relevant curriculum framework.
2. To demonstrate a willingness to learn about high quality childcare services and share a vision of best practice in line with The Indigo Group's values.
3. To demonstrate an interest and an initial understanding of the National Care Standards.

### *Administration*

1. To ensure that all relevant daily documentation is completed.

### *Training*

1. Attend regular training sessions and ensure that all mandatory requirements are met, ensuring you evaluate all training sessions and feedback to line manager.
2. To identify personal and training needs, highlighting these to line manager at supportive supervision sessions and annual review. You will demonstrate a commitment to your own Continued Professional Development.
3. To attend regular supervisions and appraisals.

### *Parent and Child Engagement*

1. To operate as a supportive and positive role model for all children and young people at all times.
2. To ensure The Indigo Group's expectations in relation to outstanding customer service are met.
3. To warmly welcome parents and visitors into the service contributing to the Indigo experience.

<b>Setting up the room</b>
1. To set up, participate in and clear away activities with the children.
<b>Service Delivery</b>
1. To ensure that all sessions are safe, fun and inclusive.
2. To consult and involve children in planning for their own learning.
<b>Health and Safety</b>
1. Adhering to legal responsibilities and duties under <i>The Children Act (Scotland) 2014</i> and <i>Health and Safety at Work Act</i> , National Care Standards and requirements of SSSC in order, to take reasonable care for the health and safety of yourself, your colleagues and the children in your care.
2. To follow all Indigo Group systems and procedures, including those in Employee Handbook to ensure your own safety day to day and that of your colleagues, children and young people.
3. You will complete and carry out daily risk assessments, including assessments of the environment and planned activities.
<b>Other responsibilities:</b>
1. To help clean, store and organise resources.
2. To provide children with continuity of care and develop positive relationships with parents and staff.
3. To monitor the care, safe and secure use of all resources and ensure Indigo Group systems and procedures of that nature are adhered to by all staff.
4. To assist staff in activities, care for children and meeting their needs.
5. To demonstrate an awareness of local and national government initiatives and documents (e.g. Pre birth to three, Curriculum for Excellence, HGIOELC, Building The Ambition, GIRFEC etc.).
6. You will comply with SSSC Codes of Practice
7. To support staff and children by taking part in trips and outings.
8. To share tasks necessary as part of the general upkeep, tidiness and cleanliness of the service. For example, laundry, cleaning, organising equipment, etc.
<b>Measurement and performance criteria:</b>
1. Inspection Grades
2. Feedback from children, young people and parents
3. Personal training results, i.e. achievement of accredited training.
4. Input to the organisation's ongoing progress and development in alignment with the organisations values.
<b>Relationships:</b>
Responsible for own performance.
Responsible to Manager.