



Role Profile

SENIOR CHILDCARE PRACTITIONER (ASN)

Reference No.	A4931	Type	Individual
Service	Childcare		
Job Family	Para Professional 4	Grade	FC6

Purpose

To support the Childcare Manager to coordinate the delivery of quality out of school clubs specifically for children and young people with a wide range of complex additional support needs.

To work with parents, carers, and professionals to ensure children and young people's individual needs are identified and appropriate support is put in place to enable children and young people to take part in a wide range of play, care and learning experiences.

Task or Responsibility - For this role, there is an expectation that all, or a combination, of the following will be undertaken:

Co-ordinating the day to day running of the service, while working on a 1 to 1 basis with children and young people aged between 4 and 18 years who have complex additional support needs.

Person Specification: Skills, Knowledge,

Qualifications or Experience - Criteria can apply to more than one task or responsibility

Experience of working with children and young people with complex and additional support needs

Educated to SCQF level 7, which includes HNC or SVQ 3 or equivalent in a relevant discipline

Educated to SVQF level 8, which includes HND, SVQ Level 4 equivalent discipline

To ensure you achieve registration with SSSC as a **Practitioner in Day Care of Childrens Service** within 6 months of starting in a new role, you must apply to register within 3 months of your start date.

E **D**

✓	
✓	
	✓
✓	

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	<p>To maintain your registration, you must hold or work towards the SSSC benchmark qualification for the role. This includes SVQ Social Services Children and Young People at SCQF level 7. The benchmark qualifications are listed here https://www.sssc.uk.com/registration/help-with-register-parts-fees-and-qualifications/</p> <p>If you do not currently hold a benchmark qualification, your registration will be granted subject to the condition that you achieve the required qualification within your first period of registration.</p>		
Leading the planning of engaging, stimulating, and fun activities for children and young people that meets their needs, interests and development objectives.	Teamwork skills Organisational skills	✓ ✓	
Acting as a key worker for a group of children and young people, coordinating their support, keeping all written records up to date, and sharing this information with all staff.	Communication skills Knowledge of GIRFEC and Child Protection procedures	✓	✓
Working with a wide range of professionals such as Education, Health and Social Work to ensure children/young people's individual needs are being met as well as providing feedback on their achievements and progress within the service.	Experience of multi-agency working ICT skills Report writing skills	✓	✓ ✓
Offering a high level of health and care support to enable children to fully participate in the service e.g., gastrostomy/peg feeding, administration of medication, toileting, etc.	Ability to provide the physical support required Moving and handling training	✓	✓

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	First Aid Certificate		✓
Developing, supporting and using a wide variety of communication method to meaningful facilitate and communicate with children and young people to ensure they have a voice when in the service.	Experience of using a range of communication methods such as the use of visual supports and Signalong		✓
Overseeing a group of childcare practitioners on a day-to-day basis in the absence of the Childcare Manager.	Experience of supervising teams of staff, preferably within a childcare environment	✓	
Supporting the quality assurance of the services for example observations of practice, auditing of written information, gathering feedback from children, young people, their families, and other professionals to develop a service improvement plan.			
Supporting and promoting practice that reflects the needs and protects the rights of children enabling them choice and freedom to spend their leisure time in their own way, listening to their concerns or worries and acting as an advocate or mediator when appropriate.	Ability to maintain confidentiality	✓	
Providing daily feedback to parents on their child or young person's progress in the service and respond appropriately to parent's concerns.	Ability to use own initiative	✓	
Providing reassurance to children and young people as necessary.	Ability to offer support in a sensitive way while maintaining a professional approach	✓	
Holding a purchasing card and or cash on behalf of the service, including completing the required financial documentation, reconciliation of purchases etc using paper and electronic methods.	Problem solving skills	✓	
Undertaking all other duties as required for the role. Duties will be in line with the grade.			

Additional tasks or responsibilities – this is a generic role, however this particular job may also require you to undertake the following:

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Type of Protection of Vulnerable Groups Scheme (PVG Scheme) or Disclosure Check required

Before confirming appointment: You may be required to obtain PVG scheme membership or a Disclosure check. Please refer to the job advert for clarification of the specific requirement.

Additional Information – the following information is available:

- Skills Framework (if applicable)
- **How** we work matters

Expected Behaviours

Every council employee is expected to lead the way by making decisions and behaving in ways that uphold our community commitments and values.

Please refer to How We Work Matters Guidance to learn more.