



# Role Profile

## SENIOR CHILDCARE PRACTITIONER

Reference No.	A4084	Type	Individual
Service	Education & Children's Services		
Job Family	Para Professional 3	Grade	FC5

### Purpose

Managing the day to day operation of the establishment and the staff.

Supporting the delivery of a broad variety of informal learning opportunities through play and leisure activities for Babies, children and young people aged between 6 weeks and 14 years, taking account of Getting it Right First for Every Child (GIRFEC) principles and the Well-being Indicators: Safe, Healthy, Achieving, Nurtured, Active, Respected, Responsible, Included (SHANARRI).

<b>Task or Responsibility</b> - For this role, there is an expectation that all, or a combination, of the following will be undertaken:	<b>Person Specification: Skills, Knowledge, Qualifications or Experience</b> - Criteria can apply to more than one task or responsibility	<b>E</b>	<b>D</b>
Providing support, supervision and direction to Childcare Practitioners / Early Years Support Workers and any other designated team members e.g. students/volunteers.	Educated to SCQF level 7, which includes HNC or Advanced Highers or equivalent, in relevant subjects.  Ability to register with the Scottish Social Services Council (SSSC) within six months of start date in this role and maintain registration throughout the period of employment in this role  Supervisory experience  Ability to provide a regular and effective service	✓   ✓  ✓  ✓	

E = Essential Criteria    D = Desirable Criteria

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Providing full care for children in accordance with individual care plans and developing opportunities to build on learning which has taken place in school or outside of school.	Experience of working with children	✓	
Being aware and alert to situations of child neglect and possible abuse and act in accordance with the Child Protection and Inter-agency guidelines.	Knowledge of the Scottish Social Services Council codes of practice	✓	
Supervising and helping in preparing healthy snacks/refreshments within hygienic surroundings, while being aware of food allergies or intolerances.	Food and hygiene certificate		✓
Supporting children and young people's physical health through encouraging a healthy lifestyle.			
Ensuring safe storage of foodstuffs, rotation of stock and ordering to replenish stock as required.			
Working in partnership with parents/carers and other professionals to encourage open communication and involvement in the Out of School Club, including answering parents various queries.	Communication skills	✓	
Carrying out necessary work to follow procedures, e.g. return to work meetings when staff have had sickness absence.			
Providing support and supervision meetings for staff members and documenting these accordingly.			
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.	Knowledge of children's rights and the experience to promote these in the care setting  Counselling skills	✓	✓
Encouraging fair and caring behaviour among the children and staff by promoting anti-discriminatory practice, responding positively to the ethnic, social, cultural and gender differences among the children.	Experience in supporting children with or without additional support needs	✓	
Administering routine and/or emergency medication and providing support to children who need intimate or personal care.	Paediatric First Aid Certificate		✓
Intervening appropriately where children display challenging behaviour.	Experience of de-escalation techniques and restorative approaches	✓	

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Engaging and consulting with children and colleagues planning, preparing, providing and evaluating a variety of stimulating, creative and age/stage appropriate play opportunities and informal learning activities, encouraging outdoor play and accessing nature.	Experience of play work/play type principles  Team working skills	✓  ✓	
Carrying out daily health and safety checks/risk assessments to maintain a safe, secure and friendly environment for the children and dealing with any emergencies, injuries and incidents in accordance with organisational procedures.	Experience of Health and Safety, management of risk in a play setting  Manual handling skills	✓  ✓	
Observing children at play recording outcomes/targets met, assessing, evaluating play activities and developing new ideas to support child development and enjoyment.	Experience in writing reports and completing records	✓	
Carrying out administration and financial procedures, record keeping, ordering and purchasing in accordance with Fife Council procedures by such tasks as maintaining daily registers, children's registration records, emergency contact lists, purchasing card paperwork and ordering online and purchasing in-store snack for the service using a Fife Council purchasing card. Cash Handling as required	IT skills  Financial Management skills  Cash Handling skills	✓  ✓	✓
Moving resources and equipment to set up the venue and where required to establish a new venue	Must hold valid driving licence	✓	
Providing daily feedback to parents on their baby's / child's progress in the service and respond appropriately to parents concerns	Experience of supporting children and families  Knowledge of Pre-birth to Three	✓  ✓	
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.