

## Job Description

### JOB DETAILS

<b>Job Title: Sessional Childcare Practitioner</b>	<b>Reports to: Childcare Manager</b>
<b>Location: Edinburgh</b>	<b>Salary: £9.50 per hour</b>

### JOB PURPOSE

Dr Bell's Family Centre has been supporting families in Leith since 2006. By offering a welcoming, safe place where families with young children can get support, advice and encouragement, we help remove barriers for families who already face multiple socio-economic challenges.

We work with parents and children together and separately with a holistic approach to improve their overall wellbeing through offerings such as workshops and drop-in sessions focused on health; counselling sessions and groups to help parents learn coping mechanisms to relieve stress and mental health issues; parenting support groups and play groups to provide stimulating and developmentally appropriate environments for children; and nutrition and cooking classes for families and groups of families to promote healthy choices and bring together the community for meals, support, and networking. We also provide volunteer and student placement opportunities to help increase employability skills, and work with multiple organisations and partners to deliver an extensive programme of offers and services.

Our vision is for families in Leith to thrive, feeling safe, supported and healthy. We seek to improve and enhance the quality of the lives of families and children that use the crèche, cafe, cookery classes, counselling services, groups and summer activities. We strive to be a one-stop-shop where families can get what they need under one roof, and to make sure that the services provided locally are the ones that are needed. We believe in asking local people what they want. Dr Bell's Family Centre is for everyone. However, we believe that the most vulnerable families should get the most support.

The applicant will be expected to work with the Childcare Manager and Childcare Practitioners to create and maintain an environment which is safe, welcoming, nurturing and stimulating for all children under 5 years of age.

Sessional posts do not have guaranteed hours, and will provide additional cover over peak times i.e. holiday periods and periods of absence.

### ORGANISATIONAL STRUCTURE

You will work alongside our team at our Edinburgh office in North Leith. The team currently consists of Centre Manager, Development Worker, Childcare Manager, Childcare Practitioners and Volunteer & Engagement Officer. This role will report directly to our Childcare Manager.

### KEY RESPONSIBILITIES

Key Responsibilities:

- Carry out activities which will promote children's all round development
- Setting up the playroom and outreach childcare sessions in other locations
- Be responsible for the implementation of Dr Bell's policies and procedures within the playroom

and outreach childcare settings

- Welcome parents who are new to using the childcare provided by Dr Bell's.
- Ensure that the Dr Bell's "Promoting Positive Behaviour" policy is implemented at all times within the childcare room
- Report any child protection concerns to the Childcare Manager and in their absence the Centre Manager
- Ensure that Dr Bell's Anti Discriminatory Practice Policy is implemented in the childcare room
- Ensure they follow Covid-19 guidelines and adapt quickly as needed in accordance with Government advice

Duties:

- Work in accordance with Dr Bell's policies and procedures
- Ensure all work and the environment in which children are being cared for meet all standards as set out in the registration documents
- Be responsible for Health and Safety within the childcare sessions on a day to day basis
- Maintain a high standard of tidiness and cleanliness within the childcare room, including responsibility for maintaining cleaning rotas
- Support children to settle into the session using a flexible approach
- Support children to engage in play activities being offered in the session
- Observe the children playing, and report any concerns arising from these observations to Childcare Team Leader or Centre Manager
- Work as a member of the Dr Bell's team and attend team meetings and other events that are relevant
- Work in partnership with parents and carers to enable the childcare to best meet children's needs
- Keeping an accurate register of children present in the sessions and contribute to the recording of information and observations.
- Ensure that every child is collected by their parent or someone authorised by their parent
- Attend relevant training as required by the organisation
- Work collaboratively with other organisations as required providing childcare sessions, activities

Implicit in this job description is the Scottish Social Service Council Code of Practice. This is to:

- Protect and promote the rights and interests of people who use services and carers
- Create and maintain the trust and confidence of people who use services and carers
- Promote the independence of people who use services whilst protecting them as far as possible from danger or harm
- Respect the rights of people who use services whilst striving to make sure that their behaviour does not harm themselves or other people
- Uphold public trust and confidence in social services Be accountable for the quality of my work and take responsibility for maintaining and improving my knowledge and skills

## KNOWLEDGE, SKILLS, QUALIFICATIONS, COMPETENCES

### Essential

- Experience of working with children under the age of 5 in a play or childcare setting
- A demonstrable understanding of and commitment to the values of play and childhood development and a commitment to put equal opportunities and the rights of the child into practice
- A proven ability to work in a flexible manner, as an individual and as part of a team
- Possess the ability to engage with parents and carers demonstrating empathy and respect  
Strong communication skills
- The ability to register successfully with the Scottish Social Services Council (SSSC), and undertake an acceptable PVG check
- Have good written and numerical skills
- Ability to communicate effectively with children colleagues, parents, carers and other professionals
- Caring, supportive, courteous, enthusiastic and motivated

### Desirable

- Experience of working with children and young people with a range of disabilities
- Have experience of supporting families who are disadvantaged or may have complex lives
- Understanding of childhood development and the impact of adversity on children
- Working towards or in receipt of an SVQ 3 or higher in a relevant discipline
- Computer literacy
- First Aid training