



## Job Description

### JOB DETAILS

<b>Job title: Sessional Childcare Worker</b>	<b>Reports to: Childcare Manager</b>
<b>Location: Edinburgh</b>	<b>Salary: £11.72 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 to help parents build confidence and become part of their community
- crèche spaces to provide stimulating and developmentally appropriate environments for children
- Nutrition and cooking classes for families and groups of families to promote healthy choices and bring together the community for meals, support, and networking.
- volunteer and student placement opportunities to help increase employability skills
- Working 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, cookery classes, counselling services, groups and holiday 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.

This is an exciting time to join the Dr Bell's team as we expand to meet new challenges. We are seeking a dynamic and motivated individual to work with families with young children living in Leith. This role will work with the Childcare team to create and maintain an environment which is safe, welcoming, nurturing and stimulating for all children under 5 years of age.

### ORGANISATIONAL STRUCTURE

You will work alongside our team at our Edinburgh office in North Leith. The team currently consists of Chief Executive, Childcare Manager, Community Development Manager, Childcare Practitioners, Fundraising Officer, and Engagement Officer. This role will report directly to the Childcare Manager. This role will have no direct line reports.

## KEY RESPONSIBILITIES

You will work alongside our small team to deliver diverse, fun, and engaging play sessions for children and families.

### Tasks and Responsibilities:

- Demonstrate best practice following SSSC's Codes of Practice and Care Inspectorate's Health and Social Care Standards.
- Demonstrate behaviours that are consistent with the values and ethos of the organisations
- Set up the playroom, and plan and organise childcare sessions to ensure the greatest benefit for each child, and the group and plan activities that will promote children's development.
- Implement Dr Bell's policies and procedures within the playroom
- Ensure that a courteous and approachable manner is always displayed to parents, children and the staff team to maintain positive relationships.
- Report any child protection concerns to the Childcare Manager and in their absence the Community Development Manager
- Positively promote the work of the organisation throughout the undertaking of your duties
- Attend relevant internal and external meetings as appropriate
- Attend training to increase professional knowledge and skills necessary for effective performance of the role
- Maintain an awareness of own and others' Health and Safety
- Undertake all other reasonable activities as directed to meet the needs of the charity

### Activities:

- 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
- 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 the Lead Practitioner or Childcare Manager.
- 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.

## AUTHORITIES AND LIMITATIONS

- Childcare Manager will be responsible for setting and reviewing your work.
- There are no financial authorities for this role.
- You will have regular support and supervision meetings.

## KNOWLEDGE, SKILLS, QUALIFICATIONS, COMPETENCES

### Essential

- Have a minimum of SCQF level 7 in a relevant qualification
- Experience in caring for children under 5 years old
- Understanding of childhood development
- Knowledge of child protection guidelines
- Be flexible in your approach to suit individual children and families
- Engage with parents and carers demonstrating empathy and respect
- Strong interpersonal skills and the ability to work effectively with a range of people
- Excellent time management
- Ability to work effectively as part of a team and on your own initiative
- Use support and supervision from line manager to reflect on practice, identify training needs and raise any areas of concern or personal circumstance which impact on your ability to undertake the role
- Registration with Scottish Social Services Council as a Practitioner
- Work flexibly to cover colleague absence, training or to allow Dr Bell's to provide childcare for occasional events

### Desirable

- Experience of working in a charitable organisation
- Experience of working in a community setting
- Ability to advocate for others effectively and sensitively
- Experienced in caring for children under 5 years old who may have additional support needs
- Understanding of childhood development and the impact of adversity on children
- Have experience of supporting families who are disadvantaged or may have complex lives
- Have good written and numerical skills

This post is subject to a Disclosure Scotland check.