



Job Description

1. **JOB TITLE:** Child Care Assistant (SSSC Support Worker)
2. **ACCOUNTABILITY:** The assistant is responsible in line management to the Team Leader
3. **JOB PURPOSE:** To maintain a safe and caring environment and provide opportunities for all children in our care encouraging creativity and ensuring a reasonable degree of individual choice.
4. **MAIN DUTIES:**
 - Programme/Play:**
 - a) Empathic responses to the needs of children in your care.
 - b) Maintaining a non-racist, non-sexist, non-sectarian and non-violent play environment as required by our Equal Opportunities policy.
 - c) Maintain discipline without use of physical punishment or any treatment that may demean, abuse or ridicule any child in your care.
 - d) Active involvement in planning for and providing a stimulating and varied programme of activities.
 - e) Preparation and clearing up of activities/areas.
 - Health & Safety:**
 - a) Ensuring that all areas/equipment used is free from hazard/danger.
 - b) Reporting/removing any items considered dangerous.
 - c) Ensuring all reasonable precautions are taken with regard to the children's and your own Health and Safety, on indoor/outdoor activities and games.
 - Administration/Procedures:**
 - a) Ensure familiarity and adherence to association procedures/policies.
 - b) Checking the daily register for attendance.
 - c) Taking children to and collecting them from school as allocated.
 - d) Noting special health or dietary needs of children on register.
 - e) Noting absence/illness in register.
 - f) Responsibility for daily duties as delegated.
 - g) Liaison as appropriate with parents including the recording and passing information to them as delegated.
 - h) Attendance at staff meetings and training sessions as required.
 - i) Reporting of any problems out with your ability to manage.
 - j) Other duties associated with the childcare service as required.
5. **QUALIFICATION :** Applicants will hold SVQ Social Services (Children and Young People) at SCQF Level 7 with the Opportunity to train and progress to Level 9.