

1. JOB TITLE: Child Care Team Leader - Lead Practitioner
2. ACCOUNTABILITY: Cluster Manager Children's Services
3. JOB PURPOSE: Provide effective leadership, support and supervision for staff. Ensure setting is safe and secure and meets national childcare standards. Provide a happy safe place for children in your care so parent have peace of mind.

4. MAIN DUTIES

Leadership

- a. Provide a warm, welcoming, supportive environment in line with our Core values
- b. Support staff inductions
- c. Ensure adherence to Policies and Procedures and SSSC Code of Practice by staff
- d. Support personal development and reflective practice
- e. Encourage attendance at all training opportunities
- f. Build positive relationships with Parents/ Head Teachers
- g. Support marketing and fundraising initiatives
- h. Maintain records, submit reports; newsletters,
- i. Collect, record, receipt parent fees and impress spend.
- j. Follow up unpaid fees
- k. Organise and liaise with driver/reception/ childcare staff with regard to escort duties
- l. Maintain equipment, manage stock control
- m. Notify new / cover staff of any dietary / health / ASN / Custody needs of children
- n. Report issues of concern including those out with your responsibilities.
- o. Deal/Support with behaviour issues/ behaviour agreements

Play Setting

- a) Promote Good Citizenship – Star Citizenship awards – take a family type approach
- b) Involve children in planning, delivery, development and evaluation as much as possible
- c) Introduce new play ideas /activities/discussions
- d) Deliver a programme that promotes health and well-being (Girfec)
- e) Include as many play types as you can and use outdoors as often as you can
- f) No rough and tumble, we find it causes fights so we give it a miss in our play settings.
- g) Actively promote community engagement local school/nursery/ care home if you can.
Carols at Christmas, or dropping off cupcakes has gone down well in the past

5. QUALIFICATION: Applicants will hold: SVQ Play work (SCQF Level 9) or BA in Childhood Practice 9 (See SSSC for equivalent qualifications that would also be acceptable)