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**Thrive East Lothian CIC – Out of School Care**

**Job title:** Practitioner

**Accountable to:** Manager and senior practitioner

**Employed by:** Thrive East Lothian CIC

**Salary:** £20,748 - £23,314

**Pension:** Normal pension contributions apply

**Hours:** 35 Hrs per week

**Holiday:** 28 days

**Location:** Haddington/Gifford

**Purpose of the role:**

To provide creative, stimulating and appropriate after school play care for children in a safe and nurturing environment.

**Key Responsibilities**

* Set up activities before the start of the sessions
* Collect and escort children from the school to the club
* Participate in the preparation and delivery of club refreshments
* Lead creative, stimulating and appropriate planned activities as required by the out of school club leader
* Monitor child led activities
* Ensure materials and equipment are kept clean and safe
* Clear away activities at the end of a session, leaving all areas clean and tidy
* Report accidents/incidents in a timely manner, with children staff and families at all times
* Maintain confidentiality
* Participate in training and other learning and development activities as required
* Promote the welfare of children and support the school in safeguarding children by following relevant policies and procedures
* Adhere to club and school health and safety policies, procedures and rules, taking reasonable care of self and others
* Promote equality as an integral part of the role, respecting differences and treating everyone with fairness and dignity

**Professional Registration**

You will be required to register with the Scottish Social Services Council (SSSC) for Day Care of Children within 6 months of commencing employment and will be responsible for maintaining annual membership. Maintain an appropriate level of post registration training and learning.

You will also be required to be a member of PVG Scheme.

**Person Specification**

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| **Skills, Knowledge, Qualifications or Experience** | **Essential or Desirable** |
| Recognised SVQ3 in childcare and education or equivalent (as stipulated by SSSC) | **E** |
| Excellent communication skills | **E** |
| Recent experience of working with children aged 4-12 | **D** |
| Good organisational skills | **E** |
| Good knowledge and understanding of equal opportunities and additional support needs | **E** |
| Understanding of child protection, safeguarding and bullying issues and able to demonstrate understanding of own accountabilities | **E** |
| First Aid Qualification | **D** |
| Food Hygiene Qualification | **D** |
| Good Understanding of Non-Discriminatory Practice | **D** |
| Good Understanding of trauma-informed practice | **D** |
| Energetic and positive outlook | **E** |
| Ability to reflect on own practice/emotional awareness | **E** |
| Working within Professional Boundries | **E** |
| Understanding of childrens developmental needs | **E** |
| Knowledge of trauma-informed practice | **D** |
| Knowledge of non-discriminatory practice | **D** |
| Understanding of Rights-Based Care | **D** |
| Understanding need for confidentiality | **E** |
| Ability to work as part of a team | **E** |
| Ability to provide and facilitate creative play | **E** |
| Reliable, punctual and have effective time management skills | **E** |