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

**Job title:** Senior Practitioner

**Accountable to:** Manager

**Employed by:** Thrive East Lothian CIC

**Salary:** £22,750 - £25,571

**Pension:** Normal pension contributions apply

**Hours:** 35hrs weekly

**Holiday:** 28 days

**Location:** Haddington/Gifford

**Purpose of the role:**

To support and maintain a well organised, safe and stimulating environment delivering a flexible, high quality service which will meet the needs of children and their families. This will be in accordance with the policies, quality assurance guidelines and codes of practice adopted by Thrive East Lothian CIC

**Key Responsibilities**

* To assist the manager in the management and organisation of the out of school club
* Ensure the room provides the best possible experience for children
* Ensure the club provides a caring and nurturing environment
* Pro-actively plan and evaluate activities with the staff team
* Ensure all documentation relating to children are up to date
* Assist and motivate team of staff to deliver high quality creative play opportunities
* Assist in monitoring and evaluating the quality of the service
* Ensure staff work within policies and guidance and procedures of Thrive East Lothian CIC
* Provide leadership and supervision to other staff and be a positive role model at all times
* Maintain accurate records
* Ensure appropriate equipment and resources are available and in a good condition
* Maintain appropriate hygiene standards complying with food handling regulations
* Create a stimulating, clean and safe environment including outdoor area

**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 equivellant (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** |
| Relevant supervisory/management experience | **D** |
| 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** |
| Knowledge of Health and Safety, management of risk in a play setting | **E** |
| Knowledge of trauma-informed practice | **D** |
| Knowledge of non-discriminatory practice | **D** |
| Understanding of Rights-Based Care | **D** |