

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

**Job title:** Out of School Club Support Worker

**Accountable to:** Manager/Senior Practitioner

**Employed by:** Thrive East Lothian CIC

**Salary:** £19,838 - £21,221

**Pension:** Normal pension contributions apply

**Hours:** 35hrs Per week

**Holiday:** 28 days (pro-rata)

**Location:** Haddington

**Purpose of the role:**

The support worker will work with the Manager and other members of the staff team to provide an engaging environment in which all the children attending the Club can play safely, enjoy a variety of activities, and develop their skills and confidence.

**Key Responsibilities**

* Helping to set up for sessions at the start of each session, ensuring a safe, secure, and interesting environment.
* Creating a welcoming and inclusive atmosphere. Developing relationships with each child and family and respecting each person as an individual
* Working effectively and supportively within a small staff team
* Attending regular staff-meetings and being involved in the general activities of the Club including supporting events.
* Assisting in planning activities, contributing ideas and organising the Club environment for the children attending, under the guidance of the senior practitioner/manager
* Supporting children sensitively and effectively and making written observations as required to ensure their wellbeing
* Maintaining high standards of tidiness and cleanliness at all times
* Adhering to club policies and procedures and the staff code of conduct to ensure the wellbeing and safety of all.
* Maintaining confidentiality and acting professionally at all times
* Attending team/staff meetings

**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** |
| Experience of work with children between the age of 4 and 12 years old within a childcare setting | **D** |
| SVQ 2 or equivalent  | **D** |
| Experience of delivering activities and services which meets the needs of children | **D** |
| Familiar with IT packages i.e Microsoft | **D** |
| Organisational Skills | **E** |
| Good knowledge and understanding of equal opportunities  | **E** |
| Knowledge of Additional Support Needs | **D** |
| First Aid Qualification | **D** |
| Food Hygiene Qualification | **D** |
| Good understanding of non-discriminatory practice | **D** |
| Good Understanding of Trauma Informed Practice | **D** |
| Ability to reflect on own practice/emotional awareness | **E** |
| Understanding of Rights-Based Care | **D** |
| Working within Professional Boundaries  | **E** |