

The Highland Council

Job Description

Service:	Care and Learning	Section:	Education
Job Title:	Out of School Care Assistant 1 / 2 (Gaelic)		
Grade and Salary:	HC0435 (Unqualified) HC0535 (Qualified)		
Location:			
Responsible to:	The Head Teacher		
Job Purpose:	To work as an effective member of the childcare team, supporting the Head Teacher in the delivery of a range of stimulating activities in a safe environment that meet the needs of both children and their families. The work is to be carried out in accordance with Highland Council policies, guidelines and codes of practice.		
Key Duties and Responsibilities:	<ul style="list-style-type: none">• As a lead member of the school Childcare Team, take responsibility for the planning and delivery of the daily out of school care service.• Ensure that the staff are aware of, and understand, their responsibilities on a day to day basis and are carrying these out in a professional and effective manner• Ensure that the staff team are adhering to the relevant planning, policies and procedures that support the quality of play within the facility.• Ensure that children have the opportunity to play in a self-directed way and the staff team interact with them in a way that supports and promotes children's confidence and individual abilities.• Ensure that parents, children and staff team are familiar with and adhere to the relevant policies and procedures that support the safe running of the facility.• Ensure the daily lists are accurate and procedures are in place to ensure that all children booked/expected to attend transfer safely to the facility.• Ensure that a healthy snack is purchased and offered to the children. Encourage the children to participate in the preparation of the snack provision.• Ensure that daily paperwork is being completed – safety checklists, attendance records, daily logs, etc.• Attend meetings and relevant training as mutually agreed with the Headteacher .		
Other Duties:	You may be required to perform duties, appropriate to the post, other than those given in the job specification. The particular duties and responsibilities attached to posts may also be varied without changing the general character of the duties or the level of responsibility entailed. Such variations are a common occurrence and would not themselves justify reconsideration of the grading. As a result of such variations it will be necessary to update this job specification from time to time.		
Special Conditions:	39 weeks per year plus allowance for holidays which should be taken during school holidays		

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Person Specification

- Service:** Care and Learning
- Job Title:** Out of School Care Assistant 1/2 (Gaelic)
- Location:**
- Closing Date:**

Essential Attributes

In order to be able to carry out the duties of this post effectively and safely, candidates will be able to provide evidence of the following.

1. **EXPERIENCE –**

Previous experience of working with young children.
Knowledge of Care Standards and the Care Commission

2. **EDUCATION AND QUALIFICATIONS –**

Those employed as Out of School Care Assistant 2 should hold a recognised qualification in Childcare and Education. (For example HNC/NNEB/SVQ 3) and will be paid on grade HC0535.

Unqualified workers should be committed to working towards the award within an agreed timescale and will be paid on grade HC0435, Out of School Care Assistant 1.

Qualifications in Food Handling and First Aid

3. **SKILLS/ATTRIBUTES GENERAL –**

Ability to work on own initiative.

4. **SKILLS/ABILITIES SPECIFIC TO THE POST –**

Ability to respect confidentiality
Good communicator with children
Ability to respond calmly and efficiently in emergency
Knowledge of food handling regulations

5. **INTERPERSONAL AND SOCIAL SKILLS –**

Ability to relate easily to adults and children