



PLAY... POSITIVE ATTITUDES... INCLUSION & DIVERSITY

Roles and Responsibilities of a Support Worker

- Work in line with the National Care Standards and SSSC Codes of practice following Direct Childcares policies and procedures
- Comply with and implement the necessary childcare and health and safety regulations
- Be aware of the Well Being Indicators and how this can improve outcomes for the children in their care
- Ensure the care and well-being of the children who attend the Playscape provision
- Participate in implementation of the Playscape activities
- Complete paperwork as required
- Facilitate and provide appropriate play opportunities for all children in their care
- Use own initiative and encourage child led activities
- To ensure the security and safety of other staff and children at all times.
- To ensure that all children are treated fairly and consistently at all times in line with the Equal Opportunities Policies.
- Undertake duties as requested by the senior support worker
- Ensuring each child has a complete and accurate daily books at the end of each session
- Working as part of a team and to ensure that all registration standards are met and that the play scheme provides a safe environment for the children.
- To develop and maintain strong partnerships and communication with parents/carers to facilitate day-to-day caring and early learning needs.
- Ensure weekly timesheets are submitted to the childcare service manager
- To maintain confidentiality and observe data protection and associated guidelines where appropriate
- To undertake relevant training and development activities and to respond positively to new and alternative systems



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- To be flexible within working practices of the setting, undertaking other responsible duties where needed, such as domestic tasks, baking snacks, cleansing of equipment, etc.
- To read, understand and adhere to all policies and procedures relevant to your role and the safe running of the setting
- To ensure the physical well-being of the child by meeting individual care & needs e.g. nappy changing, toilet training and hygiene, clothing and application of sun cream.
- To answer doors, greet visitors, parents/ carers in an appropriate manner ensuring identification at all times.
- Administer first aid and administer prescription medication when necessary following set guidelines within the appropriate policies and procedures.
- To ensure good standards of safety, hygiene and cleanliness are maintained at all times
- To undertake appropriate continuous professional development and participate in team meetings such as staff meetings within and outside working hours.
- Ensure that you are aware of the emergency procedures of the club

The job description is a broad picture of the post at the time of preparation. It is not an exhaustive list of all possible duties, and it is recognised that jobs change and evolve over time.

**This remit will be reviewed annually.
Direct Childcare is an equal opportunities employer.**