

## CAREER DESCRIPTION

**Job holder:**

**Job title:** Peripatetic support worker

**Department:** All Services

**Responsible to:** All Service Managers

**Date appointed:**

**Salary:** £18.525

**Hours** 37.5 hours per week (between 7.30am-6.30pm)

### Key responsibilities of position:

To promote the Indigo brand and values and to ensure all systems and procedures are delivered to the highest standard, delivering on the outstanding quality of service for children, young people, families and staff that is described in our vision.

The peripatetic support worker is responsible for:

1. Supporting their colleagues in the planning and delivery of stimulating, exciting and balanced programmes for learning in accordance with Curriculum documents for children and young people.
2. Working effectively and positively as part of a team, recognising where support is needed and responding accordingly.
3. Being adaptable to working within different teams, different routines and a variety of age groups.
4. In order to support all services effectively, this role requires you to work across all Indigo services in and around Glasgow therefore you will be required to travel independently to each of our services.
5. To carry out other relevant duties identified as appropriate by the Board of Directors/Service Managers

### Specific responsibilities of the position:

1. To work flexibly across all services
2. To demonstrate an understanding of high quality childcare and share a vision of best practice in line with The Indigo Group's values.
3. To demonstrate an interest and an initial understanding of local and national government initiatives and documents (e.g. Achieving Quality Scotland, Pre-birth to three, Curriculum for Excellence, HGIOELC, GIRFEC etc.).
4. To work effectively and positively as part of a team.
5. To comply with SSSC Codes of Practice

### Training

1. Attend mandatory training sessions and ensure that all requirements are met, ensuring you evaluate all training and feedback to line manager.
2. To identify personal and professional training needs, highlighting these to line manager at supportive supervision sessions and annual review, demonstrating a commitment to your own continued professional development.
3. To attend regular supervision meetings.

### **Parent and CYP Engagement**

1. To operate as a supportive and positive role model for children and young people at all times.
2. To ensure you meet The Indigo Group's expectations in relation to outstanding customer service.
3. To warmly welcome parents and visitors into the service contributing to the Indigo experience.
4. To provide children and young people with continuity of care and develop positive relationships with parents and staff.

### **Setting up the room**

1. To set up, participate in and clear away activities with the children and young people.
2. To help clean, store and organise resources.

### **School Collections**

1. To ensure Indigo Group systems and procedures are followed effectively for safe collection and transport of children to and from school.

### **Service Delivery**

1. To ensure that the environment is safe, fun and inclusive.
2. To consult and involve children and young people in planning for their own learning.
3. To work within the relevant curriculum framework for each service
4. To attend and contribute to team and service wide meetings.
5. Support operational decisions to ensure best practice is adhered too.
6. To seek support where required to provide best practice
7. To liaise with staff ensuring that information is passed on accurately

### **Planning and Organising**

1. To plan and organise workload with team and line manager
2. To support or take the lead when necessary in the preparation of learning experiences and engage in activities/learning opportunities for children and young people.

### **Health and Safety**

1. Adhering to legal responsibilities and duties under *The Children Act (Scotland) 2014* and *Health and Safety at Work Act*, Health and Social Care Standards and requirements of SSSC in order, to take reasonable care for the health and safety of yourself, your colleagues and the children and young people in your care.
2. To follow all Indigo Group systems and procedures, including those in Employee Handbook to ensure your own safety day to day and that of your colleagues, children and young people.
3. You will support the completion of daily risk assessments, including assessments of the environment and planned activities.
4. Follow Indigo procedures on Infection Control and hygiene.

### **Measurement and performance criteria:**

1. Feedback from Lead staff

2. Feedback from children, young people and parents

**Relationships:**

Responsible for own performance.

Responsible to Line Manager.

**Other conditions of job:**

**Acceptance of job description**

*By signing below, the job holder accepts the above detail and acknowledges receipt of a copy of the job description. The original will be held in the job holders personnel file.*

Signed by manager: \_\_\_\_\_ Date: \_\_\_\_\_

Signed by job holder: \_\_\_\_\_ Date: \_\_\_\_\_