

CAREER DESCRIPTION

Job title:	Lead Child Development Officer
Department:	Early Years
Responsible to:	Early Years Manager
Salary:	SJC Point 19-24 (£18,779-21,562)
Hours	37.5 Hours per Week

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 Lead Child Development Officer is responsible for:

1. Day to day general supervision of the service, ensuring a high quality, caring, safe and stimulating learning environment for children.
2. To act as main contact person in the absence of line manager.
3. Marketing and promotion of the service through ensuring effective delivery of outstanding customer service across the whole team.

Specific responsibilities of the position:

1. To oversee the assessment and recording of children's development and learning, and the implementation of supportive programmes where required within their specific age range.
2. You will ensure a high quality, caring, safe and stimulating learning environment that enables children to develop at their own pace by monitoring and evaluating the environment and experiences offered to children.
3. Take responsibility for specific tasks to contribute to quality improvement in line with service improvement plan and have a working knowledge of the quality assurance systems used.

Administration

1. To ensure that all children's files and information remain securely stored and that all information is kept up to date, and passed to relevant personnel.
2. To complete administrative tasks outlined by Manager to the highest standard, ensuring stock control of essential items are maintained.

Training

1. Attend regular training sessions and ensure that all mandatory requirements are met, ensuring you evaluate all training sessions and feedback to Manager.
2. To identify and source providers for personal and service training needs, in relation to quality improvement and continuous development relevant to Early Years. You will demonstrate a commitment to your own Continued Professional Development.
3. Positively support new staff members, students and work experience candidates ensuring you are a positive role model.
4. To attend regular supervisions and appraisals.

Parent and Child Engagement

1. To operate as a strong, supportive and positive role model for all children at all times.
2. To ensure The Indigo Group's expectations in relation to outstanding customer service are at least met if not exceeded.
3. To ensure that systems and procedures facilitating feedback from parents, children are delivered to a high standard
4. To ensure that the ongoing delivery and development of the service day to day, is done within an ethos of co-production with parents, children.
5. To ensure that enrolments are carried out to the highest standard, in line with The Indigo Group Admissions procedure and that all parents, children are welcomed in to the service and are given a positive experience.

Service Delivery

1. To ensure that all sessions are safe, fun, inclusive, and age and stage appropriate to the children. Taking account of relevant curriculum guidance, underpinned by the wellbeing Indicators, GIRFEC and UN Rights of the Child.
2. Deliver on your role demonstrating the culture and values of the Indigo Group.
3. To demonstrate leadership of your own role by working constructively with colleagues on continual improvement across the team.
4. To demonstrate through your day to day practice, an understanding of and the importance of participation and engagement of all children in the planning, delivery and evaluation of the services.
5. Demonstrate awareness and understanding of The Indigo Group policies and procedures and ensure these are implemented through the service.

Health and Safety

1. Adhering to legal responsibilities and duties under *The Children Act (Scotland) 2014* and *Health and Safety at Work Act*, National Care Standards and requirements of SSSC in order, to take reasonable care for the health and safety of yourself, your colleagues and the children 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 complete and carry out daily risk assessments, including assessments of the environment and planned activities.

Other responsibilities:

1. To support Manager and colleagues in preparation for Inspections in line with the pre inspection procedure.
2. To demonstrate an understanding of local and national government initiatives and documents (e.g. Pre Birth to Three, Curriculum for Excellence, HGIOELC, Building The Ambition etc.).
3. You will comply with SSSC Codes of Practice
4. To demonstrate flexibility to respond to changes in shift pattern, to ensure quality and continuity.
5. To open and close premises to ensure security of buildings.

6. Contribute to policy making and the implementation of policies and procedures
7. Demonstrate an excellent working knowledge of National Care Standards
8. To attend and contribute to meetings and facilitate meetings where required.
9. To work effectively and positively as part of a team using excellent leadership skills.
10. Support and develop parental participation and involve parents in children learning
11. To link with relevant agencies to provide outstanding integrated services and to allow us to offer appropriate support where required.
12. Whilst this role is based primarily within Early Years you will when required work across all services within The Indigo Group.
Measurement and performance criteria:
1. Inspection Grades
2. Feedback from children and parents
3. Personal training results, i.e. achievement of accredited training.
4. Input to the organisation's ongoing progress and development in alignment with the organisations values.
Relationships:
Responsible for Support Workers, Volunteers, Students and Work Experience
Responsible for own performance.
Responsible to Manager
Levels of authority:
You will support operational decisions to ensure best practice is adhered to.
Day to day supervision of playrooms.
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: _____