

Job Title:	Senior Childcare Worker	Job Holder:	Vacant
Reports To:	Childcare Manager	Location:	St Joseph's Childcare Centre Lower Yellow Road, Bally Bricken Waterford
Region:	South East	Date of Job Description:	Feb. 2021

1. PURPOSE OF THE JOB

St. Joseph's Childcare Centre is based in Waterford city and supports children in the community it serves from early years to afterschool. St Joseph's Childcare Centre provides care for 60-80 children, aged from 5 months to 12 years old in five childcare rooms. There is a large staff team of Manager, Deputy Manager, Senior Childcare Workers, ECCE Leader, Childcare Workers, Childcare Assistants, an Administrative Assistant, Housekeeping staff and a Caretaker.

The main purpose of the Senior Childcare Worker role is to provide quality early childhood care and education to children by organising and running the childcare room.

Working closely with the Childcare Manager and the other team members, the Senior Childcare Worker is a key support to specified children and ensures the safety, security and well-being of all children in their care.

The Childcare Worker assists in the planning and implementation of an age-appropriate, stimulating programme of activities which enhance the child's natural growth and development including reference to Siolta, the National Quality Framework for early Childhood Education, and Aistear, the National Curriculum Framework. This is done by ensuring all quality and safety standards are adhered to and maintained in line with the policies and procedures set out by St. Joseph's Childcare Centre and governing bodies.

2. ENVIRONMENT OF THE JOB

The SVP is a large, national, voluntary organisation with extensive experience of working with a diverse range of people who experience poverty and exclusion. Through its network of over 12,000 volunteers and 1,000 staff, it is strongly committed to working for social justice and advocates the creation of a more just and caring society. SVP employs people to support volunteers in a variety of settings including housing and hostels, community care, shops, administration and other specialist areas.

The Society is Christian based with a strong sense of Gospel values. The founder of the Society, Blessed Frederic Ozanam, was a devout Catholic and his legacy of spirituality remains a key element for volunteer members of the Society and underpins the conduct of conference meetings. It can often therefore be normal practice within the Society that prayers are said at the beginning and end of Conference meetings or at meetings where members are in attendance as this underpins the ethos of the Society. There is no requirement for staff members to actively participate in the saying of prayers but to respect the ethos of the Society and be aware that this practice may occur.

3. GUIDANCE AND AUTHORITY

The Senior Childcare Worker will report to the Manager, and in the absence of the Manager to the Deputy Manager.

The post holder is expected to operate with considerable autonomy. The nature of matters referred upwards are those:

- Where significant resistance is experienced in the development of good practice and implementation of policy.
- Where practice or proposed practice places stakeholders in a position of risk e.g. a child, a vulnerable adult, members, volunteers, the reputation of the Society.
- Where decision will have a significant impact on the workload of others.
- Senior Childcare Worker will work closely with all staff and parents to ensure that the centre provides a safe, secure and stimulating environment for all children in its care. The childcare Worker would be expected to be able to deal with situations that may arise in relating to children, families and staff in a sensitive, confidential, supportive, non-judgemental and professional manner.
- To report all centre concerns/issues to the manager daily. To follow instruction and direction provided by the manager. To undertake relevant duties as delegated by the manager or in her absence the deputy manager.

4. PRINCIPAL ACCOUNTABILITIES

ACCOUNTABILITIES	HOW ACHIEVED
<p>1. Compliance with policies, procedures, childcare legislation and best practice</p>	<ul style="list-style-type: none"> • Ensure policies and procedures are complied with in line with legislation or internal policy, assisting with delivery and implementation in consultation with the manager.
<p>2. Ensuring the care and wellbeing of the children</p>	<ul style="list-style-type: none"> • To be attentive to children in your care. • To deal with issues as they arise in relation to the wellbeing of children and to bring any child protection concerns to the attention of the Senior Care Worker or Management. To report any concern, you might have about the welfare of a child to the designated Liaison Person for Child Protection. • To adhere to the Child Protection Guidelines as set out in the Policies and Procedures of St Josephs Childcare Centre. • To communicate to children at their level. To use positive strategies in supporting children through challenging behaviour. • To maintain a safe sleep environment where appropriate. To carry out planned and unplanned observations using the observation and materials. To provide personal care if necessary (nappy changing, nose cleaning, toileting, washing.) • To ensure provision of a safe and secure environment for children. To ensure activities and routine are designed to meet the needs of and interests of each child. • To implement and evaluate the daily routine alongside staff that encourages all areas of the children’s development. • To be aware of child protection: keeping safe guidelines and know the child protection officer to report any concerns. • Planning, implementing and reviewing all developmental programmes to provide for the children’s physical, emotional, social and cognitive development. • Ensuring best practice using the Anti-Bias Approach. The leader should formulate a daily routine for the children which offers a wide variety of play activities but allows for flexibility as the situation/occasion/child demands. • The leader should adhere to the principles of standards of Siolta and Aistear, The Tusla preschool regulations and the Children First Guidelines.
<p>3. Staff supervision and team work</p>	<ul style="list-style-type: none"> • Supervise staff. To supervise childcare workers, childcare assistants, students and trainees as delegated by the policies and procedures through both formal and informal supervisions. • To ensure all staff keep all records in rooms up to date. • To oversee the key worker system • To act as a positive role model and lead the staff team. • To ensure the staff: child ratios are compliant with the most current Early Years Regulation

	<ul style="list-style-type: none"> • To ensure that all staff actively fulfil their responsibilities in the cleaning rota to a high standard. • To be the main decision maker in the room and take appropriate actions and to communicate to the childcare team and Manager in line with your responsibility as Room Leader. • To comply with the dignity and respect policy • To support, motivate and encourage team members as needed. • To maintain positive working relationships with all team members. • To build positive working relationships with all children and their careers. • To be fair and confidential in dealing with issues and concerns. • To support students on placement and to assist new staff with induction. • Contributing to team work ethic of centre, liaising constructively and supporting colleagues and management • To provide good leadership to your childcare room, demonstrating good practice and professionalism. • To ensure the Key Worker system is used appropriately and implemented by all staff within the room.
<p>4. Daily Classroom Activities</p>	<ul style="list-style-type: none"> • To support your team in the preparation and implementation of all educational activities, games and outdoor play as required for the classes on a day to day basis. • To work with your team to ensure that at the end of each day, the childcare room is cleaned and tidy in preparation for the next day. • To keep children's records and attendance records up-to date when necessary. • To be proactive when encountering problems and look for solutions. • To ensure that all staff of the team are linking Aistear themes to the curriculum, art displays and other areas. • To provide opportunities for self-directed play • To introduce children to play equipment based on their individual needs. • To ensure that observations are used to create individual children's development plans. • To support children's emergent interests. • To do various administration tasks as requested by the Childcare Manager. To follow and adhere to policies and procedures within the centre. • To monitor all children's progress -working alongside the manager and fulltime childcare workers to ensure that all children are developing to their full potential.

	<ul style="list-style-type: none"> • Following the childcare programme in place in the centre and good practice guidelines set down by Siolta and Aisteoir. • Delivery of a programme to the highest standard and in accordance with Aistear and Siolta • Using initiative and liaising with colleagues, senior care worker and management for support. • To engage with the children and to introduce children to the play equipment based on their individual needs. To provide opportunities for self-directed play. To provide opportunities for children to learn in a holistic way. To ensure that the curriculum and activities are linked to Aisteoir. • Ensure healthy growth of children by catering for their physical, intellectual, language, emotional and social developments throughout the day. • The leader should create a friendly relaxed atmosphere, which establishes in the children feeling of security, confidence and trust.
<p>5. Parents and Families</p>	<ul style="list-style-type: none"> • To greet parent and child in a friendly positive and courteous manner. To ensure that the staff in the room greet and meet parents. • To liaise with parents who are the prime carers of the children to keep them informed of the children's progress and wellbeing. • To refer any complaints from parents to the manager. • To attend parent evenings out of hours if necessary. • To record information/messages from parents, as appropriate. • To ensure feedback is given to parents in a constructive and encouraging manner. • As a Senior Care Worker, it's your responsibility to follow up any enquiries by families who would like to see the centre by organising an appointment with them. • To create a welcoming atmosphere for parents that visit the centre and to work with parents and services in the interest of a child's development. • To show parents around the centre being professional and explaining our information leaflet to them and putting their child's name on the waiting list. • To present a professional and an appropriate image promoting the centre • Inform parents of centre's operating policies and procedures. • Ensure parents' concerns are dealt with.
<p>6. Administration</p>	<ul style="list-style-type: none"> • To help maintain with other staff members the relevant childcare records in the childcare room.

	<ul style="list-style-type: none"> • To be the contact point for all information related to your room. • To ensure Room Registrars are completed, up to date and amended. • To be responsible for the completion of all paperwork. • To do a daily check that the room team have completed all records. • To ensure weekly attendance sheet is filled out. • To maintain appropriate records and documents in compliance with the child care 1991 (Early Years Services) regulations 2016. Records may include the child's progress, recording observations, accidents records, medicine records, attendance, nappy and sleep etc. • To maintain all relevant records and be accountable for them being completed.
<p>7. Training, meetings and programme delivery</p>	<ul style="list-style-type: none"> • To undertake all required training such as first aid, fire safety, manual handling, food handling and child protection and health and safety as required. • To undertake training as requested by your manager • To attend all staff meetings, supervision and training provided by the centre as required. • As Senior Childcare Worker hold staff meetings with your staff. To play an active role in encouraging and promoting positive teamwork including planning and organising small group meetings. • To attend and participate in meetings (including supervision, small group meetings, large group meetings and senior worker meetings) as requested by the manager or deputy. • To develop and implement all policies and procedures in line with the childcare act guidelines set out by management, and all other relevant legislation and regulations. • To be available for staff training and supervisions • To be flexible • To be committed to developing and improving your childcare practice. To remain open to further training courses as suggested by management. • The Senior Care Worker, together with the manager, liaises on a professional basis with representative of organisations and agencies such as the HSE, TUSLA, WCC, ECI, DES, B. • To respect everyone opinion and to take it into consideration. All staff actively participate in creating and implementing the daily routine. • To be committed, creative and flexible in the development of the programme for the centre. • To carry out the programme of activities a directed by the manager and Senior Staff.
<p>8. Mealtimes</p>	<ul style="list-style-type: none"> • To encourage good eating habits and personal hygiene

	<ul style="list-style-type: none"> • To encourage self-feeding where appropriate • To use meal times as a social occasion, enjoyable time with the children • Following the centres policies and procedures
9. Compliance with health and safety	<ul style="list-style-type: none"> • To be familiar with and adhere to the safety procedures set out in the service safety statement • To report any safety hazards to the management or Health and Safety officer. • To refrain from engaging in any activity that poses a risk to you, other members of staff and children. • To maintain a safe, clean and healthy environment • To carry out risk assessments of the room. • To keep your work space clean and hygienic • To participate in cleaning duties as required • To maintain a safe and clean outside environment • To maintain a hygienic level of appearance in accordance with Terms and Conditions of employment. • To be fully conversant with the fire policy and implementation. To be fully conversant with the health and safety policy. To have knowledge of first aid. • Maintain a high standard of hygiene in consultation with staff. To be aware of the Designated officers for each role and the reporting procedures. • To make sure staff are carrying out risk assessments. • To take responsibility for the health and safety of the children in your care while they are in the centre. • To be vigilant about child protection and report any suspicions and concerns to the childcare manager. • To ensure all quality and safety standards are maintained in the service always in accordance with Siolta, the National Quality Framework for the early Childhood Education. • To ensure compliance with Covid-19 policies and procedures, including reporting any concerns, issues or recommendations to the Lead Worker Representative. • To keep children, staff and the room safe by adhering to the Covid-19 infection control policy.
10. Other duties	<ul style="list-style-type: none"> • All other reasonable duties that management request of you

5. CHALLENGES

There are a number of challenges in this role, largely determined by the scale, complexity, voluntary nature and high levels of local autonomy with the Society.

- Challenges in this role are determined by the nature of a childcare service provided to the large number of children attending the centre.
- A Senior Childcare worker will be expected to use imitative and be sensitive when managing situations or reporting concerns to Manager or Deputy.
- Acceptance of the dynamic of a complex, national, membership organisation and an understanding of how this both contributes to and constrains the work.
- Influencing others not under direct authority.

6. OTHER INFORMATION

In addition to the duties and responsibilities listed above, the job holder may be required from time to time to perform other duties as deemed reasonable and necessary by the employer. The job holder may also be required from time to time to work or attend training/meetings at another location. As much notice as is reasonably practicable will be given of any such change.

7. EDUCATION, KNOWLEDGE, EXPERIENCE AND SKILLS TO UNDERTAKE THE ROLE AT A FULLY ACCEPTABLE LEVEL

EDUCATION

- Minimum FETAC Level 6.
- A degree in Early Childcare and Education or equivalent would be an advantage

KNOWLEDGE

- Knowledge of the Society and of its mission and values
- Knowledge of the needs and issues of the poor and disadvantaged
- Knowledge of Aisteoir, Siolta, Better start programmes and aim
- Good knowledge of underlying principles in early years education
- Knowledge of Covid-19 health and safety measures and procedures.
- Knowledge of up to date legislation, regulation and guidance governing childcare and afterschool (including Covid-19)

EXPERIENCE

- Preferably 2 years 'experience in relevant childcare role

SKILLS

- Be a strong team player
- Ability to lead, support and motivate a team
- Ability to work on own initiative
- Enthusiasm and an interest in supporting and empowering young children and their families
- Excellent interpersonal and communication skills
- Demonstrate excellent listening and supportive skills

- Be patient with a well-developed sense of humour
- Have a child centred approach to activities

The person must also demonstrate the following personal attributes:

- be honest and trustworthy
- be respectful
- possess cultural awareness and sensitivity
- be flexible
- demonstrate sound work ethics

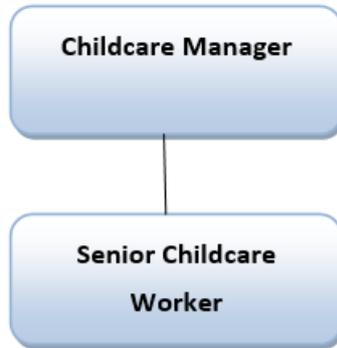
8. COMPENSATION AND BENEFITS

Pension	A core DC pension offering with a 5% employer and employee contribution, and an option to increase to 7% employer contribution on a matching basis
Life assurance	Four times salary
Sick pay	Entitlement to sick pay following probation period, with level of entitlement increasing with length of service
Health plan	Group discount for Hospital Saturday Fund (HSF)
Annual leave	23 days annual leave for all staff. Additional day's leave at 5, 10, 15 & 20 years, with a cap of 27 annual leave days
Discretionary days	2 Discretionary days (Christmas Eve & Good Friday)**
Maternity/ Adoptive leave	18 weeks full pay for staff with more than 12 months service
Paternity leave	2 weeks full pay for staff with more than 12 months service
Christmas Voucher	€250 voucher for all staff (subject to terms of policy)
Employee Assistance Programme (EAP)	6 counselling sessions provided per annum
Life Appreciation recognition	Additional one-off 5 days annual leave allocated in year that 25, 30, 35 & 40 years service achieved, plus €250 voucher
Retirement	Staff with 10+ years service will receive a €250 voucher on retirement
Education Support	Fee support up to €1,500 for job relevant courses, plus exam and study leave

9. MAIN TERMS AND CONDITIONS

Contract Type:	Permanent
Hours:	37.5 hours per week
Pension:	5% or 7% employer contribution 5% or 7% employee contribution
Salary:	€28,743 per annum/ €14.74 per hour

10. STRUCTURE CHART



The information contained in this job description is a true and accurate reflection of the job as at the date specified.

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Job Holder

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Line Manager