

Job role information for workers in day care of children service

The information detailed below is designed to support applicants to the SSSC Register who are working in day care of children services. Please note that the information provided is intended to be used as a guide. The functions described below will vary depending on the individual applicant's job role.

Managers of day care of children services

Managers of day care of children services are workers who hold responsibilities for the overall development, management and quality assurance of service provision including the supervision of staff and the management of resources.

There are two parts to manager qualification requirements. Managers must have a practice and a management qualification.

The benchmark practice qualifications for a manager of day care of children services are one of the following:

- SVQ Social Services (Children and Young People) at SCQF Level 7
- HNC Childhood Practice (GK9T 15)
- HNC Childhood Practice (GT6P 47).

These qualifications contain National Occupational Standards (NOS) which identify the skills, knowledge and values reflected in the job role. Any individual manager will, in their job role, evidence some although not all, of these standards.

The benchmark management qualifications are:

- BA Childhood Practice
- SQA Professional Development Award (PDA) Childhood Practice (360 credits at SCQF Level 9)
- BA (Hons) Childhood Practice
- Graduate Diploma in Childhood Practice (University of the West of Scotland)
- Postgraduate Diploma in Childhood Practice (University of Glasgow)
- Master of Education Childhood Practice (University of Glasgow).

The following general guidance is based on the particular skill sets that have been identified for specific practice areas. It is possible that the job of any individual manager may involve tasks that cross the range of skill sets identified within the NOS for the above qualifications.

A manager of day care of children services is likely to:

- be registered as manager of the service with the Care Inspectorate (SCSWIS)
- hold overall responsibility for the writing and reviewing of the work setting policies and procedures in line with current policy and practice
- have responsibility for their own professional learning and the development of the workers for whom they are responsible
- be the first point of contact where complaint handling is concerned
- hold overall responsibility for budgets and oversee the ordering and purchasing of resources for the service
- have overall responsibility for completing quality assurance processes such as Care Inspectorate (SCSWIS) annual returns
- lead on the multi-agency and partnership working arrangements in the service, this includes parents, carers, families, communities and other agencies
- coordinate and lead the provision of a safe, secure, caring, nurturing and inclusive service
- lead and support the development of positive and caring relationships with each child and family
- coordinate the provision of balanced and flexible programmes that support play and learning opportunities for the children and young people who attend the service
- coordinate and support the tracking of children's progress and the planning and management of transitions
- lead and support teamwork and collaboration.

Practitioners in day care of children services

Practitioners in day care of children services are workers who identify and meet the care, support and learning needs of children and contribute to the development and quality assurance of informal learning activities and/or curriculum. They may also be responsible for the supervision of other workers.

The benchmark qualification for a practitioner in day care of children services is one of the following:

- SVQ Social Services (Children and Young People) at SCQF Level 7
- HNC Childhood Practice (GK9T 15)
- HNC Childhood Practice (GT6P 47).

These qualifications contain National Occupational Standards (NOS) which identify the skills, knowledge and values reflected in the job role. Any individual manager will, in their job role, evidence some although not all, of these standards.

The following general guidance is based on the particular skill sets that have been identified for specific practice areas. It is possible that the job of any individual practitioner may involve tasks that cross the range of skill sets identified within the NOS for the above qualifications.

A practitioner in day care of children services is likely to:

- be responsible for identifying and meeting the care, support and learning needs of children and young people through working with parents and other professionals
- be responsible for carrying out formal/informal observations of children and young people
- be responsible for the promotion of children and young people's development through the provision of good quality play and learning opportunities which meet the preferences and needs of the individual children and young people they work with
- be responsible for contributing to the quality assurance of the play and learning experiences and/or curriculum experiences; in partnership with children and young people, parents and carers and the staff team.

A practitioner may also:

- be responsible for the supervision of other workers, such as support workers.
- be responsible for one of the rooms or areas of the service in which they work, for example, the baby room or the 3-5 room)
- be responsible for opening and/or closing up the service on a daily basis
- work in partnership with other professionals where there are concerns regarding the development or welfare of a child in their care.

Support workers in day care of children services

Support workers in day care of children services are workers who have delegated responsibility for providing care and support to children.

The benchmark qualification for support workers in Day care of children services is one of the following:

- SVQ Social Services (Children and Young People) SCQF Level 6
- National Certificate (NC) Childhood Practice
- National Certificate (NC) Early Education and Childcare
- any practice qualification in the practitioner category.

These qualifications contain National Occupational Standards (NOS) which identify the skills, knowledge and values reflected in the job role. Any individual manager will, in their job role, evidence some although not all, of these standards.

The following general guidance is based on the particular skill sets that have been identified for specific practice areas. It is possible that the job of any individual support worker may involve tasks that cross the range of skill sets identified within the NOS for the above qualifications.

A support worker in day care of children services is likely to:

- always work under the direction/supervision of a more senior member of staff and never be left alone with children, this includes, for example, not being left alone during tea/lunch breaks of other members of staff and not being left alone when a more senior member of staff has left for the day
- set up the playroom and/or play experiences for the children, under the direction of a more senior member of staff
- support the implementation of high-quality play and learning experiences for children and young people, under the direction from a more senior member of staff
- support children and young people during play and learning experiences.
- support children during everyday tasks such as putting on coats, shoes, taking groups of children to the toilet and hand washing
- prepare snacks with children and young people under the direct instruction of a more senior member of staff
- report any concerns regarding the welfare of a child in your work setting to a more senior member of staff
- contribute to the facilitation of play and learning experiences for children and young people, under the direction of more senior members of staff.

Additional information

If you need further guidance about registration, please contact the registration helpline 0345 60 30 891.