

Job role information for workers in day care of children services

This information will help people working in day care of children services to apply for the right Register part. The practices described below will vary depending on your job role, set by your employer. You should use it as a guide to help decide which Register part applies.

Managers/lead practitioners in day care of children services

Managers/lead practitioners in 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.

If you are a manager you are likely to:

- be registered as manager of your service with the Care Inspectorate
- 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 your own professional learning and the development of the workers you are responsible for
- 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 annual returns
- lead on the multi-agency and partnership working arrangements in your 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 your 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.

If you are a practitioner you are 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 you 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.

If you are a practitioner you 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 you 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 welfare of a child in your 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.

If you are a support worker you are 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.

If you are a support worker you may also:

- 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.

More information

If you need more information about registration, please contact our registration team at: registration@sssc.uk.com or 0345 60 30 891.