**<SCHOOL /ACADEMY NAME>**

**Insert name of establishment**

**Baby Massage Trainer**

**Role Profile and Person Specification**

**June 2007 (updated August 2019)**

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| **Job Description** | |
| **Job Title:** | **Baby Massage Trainer** |
| **School /Academy:** | **<please insert here>** |
| **Grade Range:** | **Scale 4 (SCP 8 - 10 )** |
| **Hours per week:** | **<please insert here>** |
| **Work Pattern:** | **<Term Time Only> <All Year Round> *Delete as appropriate*** |
| **Location:** | **<please insert here>** |
| **Responsible for:** | None |
| **Role Purpose and Role Dimensions:** | To run courses, instructing parents/carers on baby massage techniques |
| **Commitment to Diversity:** | As a member of the school team to take individual and collective professional responsibility for championing the School/Children’s Centre's diversity agenda and proactively implementing initiatives which secure equality of access and outcomes. Also to commit to continually developing personal understanding of diversity. |
| **Key External Contacts:** | * Children’s parents/carers/families using the centre * Families in the Centre’s “Reach” area |
| **Key Internal Contacts:** | Headteacher  Centre Manager / Co-ordinator/Head of Family Support  Family Support Workers  Health Professionals  Administration Officer  Children and families/carers |
| **Financial Dimensions:** | None |
| **Key Areas for Decision Making:** | Responding to health and safety issues and reporting potential child protection issues.  Responding to user’s needs consistently and as they arise.  Designing the content of courses/sessions of the Baby Massage Instruction for parents/carers.  Choosing oils and materials used, guided by set procedures. |
| **Other Considerations:** | To be flexible and cover / work across the Centre as required |

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| **Key Accountabilities and Result Areas:** | **Key Elements:** |
| **Working in partnership with Family Room team, in order to provide a range of opportunities for children and families attending the Centre and from within the wider community.** | **This will involve:**   * Encouraging families to access the “Baby Massage” with confidence * Helping families to develop a close bond with their babies |
| **To run courses, instructing parents/carers on baby massage techniques** | * To offer families of babies training in baby massage at the centre * To demonstrate training in baby massage for 1hour and 30 minutes to adults and their babies. * Explain procedures and techniques appropriate to families * Observe babies reaction to massage and modifies techniques as necessary. Encourage feedback and respond accordingly. * Use appropriate techniques and posture to prevent injury and fatigue. * Consistently offer the highest level of personalised service with an enthusiastic and helpful attitude. * Perform other reasonable duties as required. * Maintain standards of performance in demonstrating massage, including product usage. * Responsible for ordering recommended oils via the schools finance officer within the budgets set. * Replenish all supplies at the end of the shift. * Document all sessions performed according to established guidelines. * Attend any training courses as appropriate. * Respond to any concerns, suggestions and complaints in a timely, professional and consistent manner. * Maintain confidentiality and sensitivity to age and gender related issues during all interactions. * Report any unusual client interactions to the line manager immediately. * Responsible for scheduling and maintenance of appointments * To take part in developing leaflets and brochures for baby massage * To complete end of sessions evaluation forms |
| **Providing personal care to individual children and their families in the areas of every day activity, as required.** | **This will involve:**  .   * Maintaining respectful, sensitive and genuine interaction with babies and their families using warm and responsive communication strategies, which are appropriate to their development. * To support parents and carers in accessing “Baby Massage” * To be welcoming and supportive to all babies and their families |
| **Safeguarding** | **This will involve:**  • Displays commitment to the protection and safeguarding of children and young people.  • Values and respects the views and needs of children and young people.  • Demonstrates a commitment to fundamental British values and an awareness of how these can be promoted in direct work with children.   * Maintaining high standards of hygiene. * Promoting the well being of families and their babies |
| **Key Accountabilities and Result Areas:** | **Key Elements:** |
| **Extending own skills and knowledge** | **This will involve:**   * Attending in-service training and meetings. * Participating in job performance appraisals in line with Centre, local and national procedures. |
| **Green Statement** | **This will involve:**   * Seeking opportunities for contributing to sustainable development of the borough, in accordance with the School/Children’s Centre’s Green Commitment. In particular, demonstrate good environmental practice (such as energy efficiency, use of sustainable materials, sustainable transport, recycling and waste reduction) in management of the service provision. |
| **Data Protection** | **This will involve:**   * Being aware of the School/Academy’s legal obligations under the Data Protection Act 2018 (the “2018 Act”) and the EU General Data Protection Regulation (“GDPR”) for the security, accuracy and relevance of personal data held, ensuring that all administrative and financial processes also comply. * Maintaining customer records and archive systems in accordance with departmental procedures and policies as well as statutory requirements. * Treating all information acquired through employment, both formally and informally, in accordance with the **Workforce Data Protection Policy**. |
| **Confidentiality** | **This will involve:**   * Treating all information acquired through employment, both formally and informally, in confidence.   There are strict rules and protocols defining employee access to and use of the School/Children’s Centre’s databases. Any breach of these rules and protocols will be subject to disciplinary investigation. There are internal procedures in place for employees to raise matters of concern regarding such issues as bad practice or mismanagement. |
| **Equalities and Diversity** | The School/Academy has a strong commitment to achieving equality of opportunity in its services to the community and in the employment of people. It expects all employees to understand, comply with and to promote its policies in their own work, to undertake any appropriate training and to challenge racism, prejudice and discrimination. This includes respecting and valuing the different experiences, ideas and backgrounds others can bring to work and to teams. |
| **Customer Care** | **This will involve:**   * The ability to demonstrate a commitment to the School/Children’s Centre’s Customer Care Policy |

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| **Key Accountabilities and Result Areas:** | **Key Elements:** |
| **Health and Safety** | **This will involve:**   * Being responsible for their own Health & Safety, as well as that of colleagues, service users and the public. Employees should co-operate with management, follow established systems of work, use protective equipment where necessary and report defectives and hazards to management. |
| **To contribute as an effective and collaborative member of the school Team** | **This will involve:**   * Participating in training to be able to demonstrate competence. * Participating in first aid training as required. * Participating in the ongoing development, implementation and monitoring of the service plans. * Championing the professional integrity of the School/Academy * Supporting Customer Focus, Best Value and electronic management of processes. * Actively sharing feedback on School policies and interventions |

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| **P e r s o n S p e c i f i c a t i o n** | |
| **Job Title:** | **Baby Massage Trainer** |
| **Essential knowledge:** | * An understanding of the needs of young children and a willingness to continue to develop this knowledge. * An understanding of the need to observe and maintain confidentiality * An awareness of good hygiene practices. * Qualification in Baby Massage (e.g. International Association of Infant Massage (IAIM) or equivalent. * Knowledge of current and best practice massage techniques. * Knowledge of techniques to prevent injury or fatigue whilst conducting massage. |
| **Essential skills and abilities:** | * Good numeracy and literacy skills. * Excellent interpersonal skills. * Excellent communication skills together with the ability to communicate fluently in English to fulfil the requirements of the post\* * Displays commitment to the protection and safeguarding of children. * Demonstrates a commitment to fundamental British values and an awareness of how these can be promoted. * Ability to comply with relevant policies/codes of practice and legislation * Ability to work as part of a team and relate well to all ages * Ability to communicate and form positive relationships * Be sensitive to the needs and welfare of others * Effective use of ICT to is desirable |
| **Essential experience:** | * Have experience of working with adults and young children, preferably within a variety of settings * To have had experience of being part of a team * To be qualified in Baby Massage and able to demonstrate services |
| **Special conditions:** | * Have a positive attitude and enjoy working with babies and their   families   * Demonstrate commitment to high educational, day care and health standards, maximising achievements and outcomes for all children and families * Enhanced DBS check |

\*Further advice on specific points in this role profile can be obtained from your HR provider.