**CHILD CARER**

JOB DESCRIPTION

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| **JOB TITLE** | Child Carer (Mother) | JOB # | MWF/ GBCI-0005 |
| **REPORTS TO** | Board of Governors | SALARY | 50,000 PKR per Month |

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| **PURPOSE OF JOB** |
| The purpose of the Child Carer (Mother) role at our Girls Boarding & Care Institute is to provide dedicated care, guidance, and emotional support to orphaned children, creating a nurturing and secure environment conducive to their overall well-being and development.As a key member of the caregiving team, the Child Carer plays a vital role in shaping the lives of these children by offering love, fostering educational growth, and attending to their physical and emotional needs. This position aims to provide orphaned children with a stable and caring maternal figure, ensuring they feel valued, supported, and equipped for a positive future. The Child Carer contributes significantly to the fulfilment of our mission to provide a safe and loving home for those in need, fostering a sense of belonging and family within the Institute community. |
| **DUTIES & RESPONSIBILITIES** |
| **Childcare and Supervision:*** Provide attentive and compassionate care to orphaned children, ensuring their safety and well-being.
* Supervise daily activities, routines, and recreational events for the children.

**Emotional Support:*** Foster a nurturing and supportive environment to address the emotional needs of each child.
* Build strong and trusting relationships with the children to create a sense of security and belonging.

**Education and Development:*** Support the educational needs of the children, assisting with homework and engaging in educational activities.
* Encourage and facilitate age-appropriate developmental activities.

**Health and Nutrition:*** Monitor and ensure the health and nutritional needs of the children are met.
* Collaborate with healthcare professionals to address any medical concerns.

**Communication:*** Maintain open and effective communication with fellow caregivers, staff, and management.
* Communicate regularly with the children's guardians or relevant authorities as needed.

**Team Collaboration:*** Work collaboratively with other child carers and staff to create a harmonious and cohesive caregiving team.

**The Child carer will be providing:****Parental Role:** Senior childcare mothers act as surrogate parents, providing love, care, and support to orphaned girls who may lack parental figures in their lives. They create a nurturing environment where the girls can feel safe and valued.**Mentorship and Guidance:** These caregivers serve as mentors and role models, guiding. the girls through their developmental stages and helping them navigate life's challenges. They offer emotional support, advice, and encouragement as the girls grow and mature.**Basic Needs Provision:** Senior childcare mothers ensure that the basic needs of the girls. are met, including food, shelter, clothing, and healthcare. They create a structured routine that promotes stability and security. |
| **PERSONAL SPECIFICATIONS** |
| **QUALIFICATIONS:** * Fully qualified with SSC/GCSE, Intermediate/A levels.
* Diploma in Social Work, Child Development, Nursing, Psychology, or a related field.
* Bachelor or Postgraduate qualifications advantageous.
* Advanced knowledge of Islamic Religious values advantageous.

**EXPERIENCE:** * A minimum of 3 years of proven experience in administrative roles, preferably with boarding or care home, nursing home, orphanages, or social services.
* Familiarity with international curricula and boarding standards.

**SKILLS:** COMPASSION, PATIENCE, AND GENUINE LOVE FOR CHILDREN:* Demonstrates empathy and understanding towards the unique needs and experiences of orphaned children.
* Exhibits patience when dealing with challenging situations and maintains a nurturing attitude towards children's well-being.

STRONG COMMUNICATION AND INTERPERSONAL ABILITIES:* Effectively communicates with children, colleagues, and stakeholders, fostering open and respectful dialogue.
* Listens actively to children's concerns, providing support and guidance in a clear and empathetic manner.

BUILDING MEANINGFUL CONNECTIONS:* Establishes trusting relationships with both children and fellow team members, creating a supportive and inclusive environment.
* Recognizes the importance of emotional connections in caregiving, fostering a sense of belonging and security for orphaned children.

COLLABORATIVE TEAMWORK:* Works collaboratively with the caregiving team, contributing positively to team dynamics and sharing responsibilities.
* Values the input and perspectives of colleagues, actively participating in team meetings and decision-making processes.

UNDERSTANDING OF CHILD DEVELOPMENT PRINCIPLES:* Possesses a foundational knowledge of child development theories and practices, applying them effectively in caregiving routines and activities.
* Adapts caregiving approaches based on the developmental stages and individual needs of each child, ensuring personalized care and support.

**COMMITMENT TO TEACHING:** * Commitment to teaching highly able children and supporting their progress.
* Dedication to adhering to boarding standards in a full, seven-day 24/7 boarding institute.
* Passion for educating the whole child.

**COMMITMENT TO BOARDING STANDARDS:*** Full, seven-day 24/7 boarding institute with all children boarding.
* Staff may reside on-site or close to the school.
* All academic staff fully participate in boarding, including evening and weekend duties and residential visits.
* Essential passion for educating the whole child.

**ENGLISH LANGUAGE ABILITY:** * Language of instruction and inclusion: English.
* Fluency in spoken and written English is required for appointment.
* Candidates can demonstrate English proficiency through various means: IELTS score of 5 or higher or TOEFL score or equivalent.
* Certification from an English language course recognized by the institution or organization.

**DIGITAL TECHNOLOGY:** Candidates are expected to showcase adeptness in navigating a range of digital tools integral to modern educational environments. Proficiency should extend beyond basic usage to encompass advanced functionalities and creative application. Additional software skills may encompass:* **Word Processing**: Basic knowledge of word processing software such as Microsoft Word or Google Docs for creating documents, lesson plans, and educational materials.
* **Presentation Software**: Basic knowledge in creating visually engaging presentations using software like Microsoft PowerPoint or Google Slides to effectively convey educational content.
* **Online Meeting Platforms**: Ability to efficiently utilize online meeting platforms like Zoom, Microsoft Teams, or Google Meet for conducting virtual classes, staff meetings, and collaborative sessions.
* **Spreadsheet Software**: Basic knowledge in spreadsheet software such as Microsoft Excel or Google Sheets for organizing data, tracking student progress, and performing various administrative tasks.

**MEICAL CONDITION:** Candidates must be free from any medical conditions that could compromise child safeguarding protocols or impede the fulfillment of their roles and responsibilities.**COMMITMENT TO HOLISTIC EDUCATION:** Learning is designed to occur in various settings, encompassing both internal and external schooling environments such as classrooms and outdoor spaces. The role necessitates educational leadership that thrives in diverse contexts. Effective time and shift management are essential for maintaining a healthy work-life balance in the demanding 24/7 supervisory responsibilities.In addition, the Childcare (Mother) will demonstrate exemplary:* Demonstrated engagement in pertinent and rigorous professional development activities.
* Exemplary professionalism and a strong commitment to the well-being of children.
* Ability to serve as a compelling ambassador for the institute.
* Understanding of the swiftly evolving international educational landscape.
* Possession of commercial awareness and business acumen.
* Proficiency in organizational, administrative, and IT competencies.
* Adherence to a culture of respect for all community members, irrespective of their position, gender, age, or ethnicity.
* Previous experience working with children for whom English is not their first language.
* Adoption of a positive, resilient, and solution-oriented approach to professional challenges.
* Flexibility and willingness to contribute across various tasks and areas as required.
* Dedication to safeguarding and promoting the welfare of children and young individuals.
* A clean criminal record, confirmed through the International Child Protection Check and other relevant checks from countries of residence/work, with no concerns regarding suitability to work with children.
* Candidate will be provided with details regarding holidays, weekly offs, and benefits upon receiving a job offer.

MWF'S POLICY AND PROCEDURE: MWF is dedicated to safeguarding and promoting the welfare of children. The candidate must actively adhere to all MWF policies and procedures, including Equal Opportunities, Safer Recruitment, and Child Protection. They will also maintain awareness and compliance with Fire and Health & Safety Regulations.Should duties and responsibilities evolve over time, the job description will undergo review and amendments in consultation with the incumbent. The candidate will undertake any other tasks within the scope, spirit, and purpose of this job description as requested by the line manager or the Governance Board. |

*Education is ever-changing and all staff are expected to participate constructively in institute activities and to adopt a flexible approach to their work. Whilst every effort has been made to explain the main duties and responsibilities of the post, each individual task undertaken may not be identified. The post holder will be expected to comply with any reasonable request from the line manager to undertake work of a similar level that is not specified in this job description. This job description may be amended at any time following discussion between the line manager and member of staff, and will be reviewed annually during the appraisal process, and will be varied in the light of the business needs of the school.*



