

JOB PROFILE

Post Title: Practitioner - Early Learning and Childcare

Post Number: Generic

The purpose of this post is to work effectively as a lead member of an Early Learning and Childcare team to support in the delivery of a high quality, safe and balanced education and care service, which meets the needs of each young child and their families and is in accordance with relevant legislation and guidelines.

Postholders must apply for and maintain registered status with the registering body as long as the post is held.

In accordance with the Scottish Social Services Council; all Social Work Service workers must adhere to the following Codes of Practice:

http://www.sssc.uk.com/doc_view/1020-sssc-codes-of-practice-for-social-service-workers-and-employers

The SSSC have a Continuous Learning Framework and staff should make themselves aware of the content and how it relates to the Practitioner post.

<http://www.continuouslearningframework.com/clf/home/welcome-to-the-continuous-learning-framework-website.html>

The main duties of the Practitioner are:

- To work effectively as a lead member of the Early Learning and Childcare team, guiding the work of the support worker, in the absence of a more senior team member, as delegated by the registered manager.
- To interact effectively, enthusiastically and appropriately with young children to fully meet their individual education and care needs.
- To promote and value each child and support their welfare, including their personal, social and emotional wellbeing.
- To fully comply with relevant legislation, guidelines, policies and procedures relating to learning, care and health and safety, including Child Protection procedures and Health and Safety guidelines.
- To undertake the planning and provision of a range of developmentally appropriate learning activities, in line with local and national advice and guidance including planned and spontaneous play activities, real life experiences and outdoor learning.
- Working with the teacher, develop the learning environment which supports children to effectively develop their literacy and numeracy skills.
- To create of a positive, child centred, inclusive and nurturing environment.

- To observe children in the course of interaction and respond appropriately, recording observations as required and regularly discuss progress or concerns with team members.
- To implement a range of strategies to support individual children, including follow up activities suggested other team members and professionals.
- To fully support children and families through points of transition including entry into ELC.
- To maintain accurate records as required, including care plans, learning records, and those relating to health and safety and child protection.
- To undertake reporting to parents, formally and informally, to ensure they are kept fully informed their child's progress and to ensure parents feel valued and are significant partners in the life and work of the setting.
- To develop and maintain positive relationships with staff members, other professionals and parents/families in order to carry out duties as outlined and to fully participate in professional dialogue with all team members and other professionals to improve outcomes for children.
- To communicate in a professional, courteous and respectful manner and adhere to strict confidentiality guidelines.
- To participate fully in regular collegiate activities including professional learning, moderation, self-evaluation and quality improvements, leading some developments as appropriate.
- To participate in regular supervision and work related meetings.
- To undertake learning and development of practice in line with best practice guidance as identified through supervision or employee review and development.
- To maintain registration with SSSC through post registration training and learning.
- To undertake relevant administrative duties as required including daily registrations, money collections and communications.

From time to time, the Council may require the post holder to undertake duties outside those specified.

PERSON SPECIFICATION

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	ESSENTIAL	DESIRABLE
<u>Personal Features/Qualities</u>	<p>An interest and enthusiasm for working with children.</p> <p>A caring and nurturing approach.</p> <p>Ability to relate to others.</p> <p>Positive and non-judgemental attitude.</p> <p>Ability to work effectively as part of a team.</p>	<p>Ability to demonstrate leadership qualities.</p>
<u>Relevant Experience</u>	<p>Experience of working with children aged 3-5 years.</p> <p>Experience of supporting children with Additional Support Needs.</p> <p>Experience of providing professional support to others.</p>	<p>Experience of working with 2 year olds.</p> <p>Experience of supervising others.</p>
<u>Education</u>	<p>Possession of a relevant practice qualification at SCQF7 to meet the SSSC registration requirements or equivalent e.g.SVQ Social Services (Children & Young People)*</p> <p>Willingness to undertake relevant training.</p> <p>Achieve registration with the SSSC as a Practitioner of a day care in children service within 6 months of appointment to post without a condition relating to qualifications and maintain registration throughout employment.</p>	<p>Ability to use initiative to support own learning.</p>

Skills, Abilities and Knowledge

Knowledge and understanding of child development and how children learn.

Knowledge of early learning and development and pedagogy.

Good organisational skills.

Good interpersonal and communication skills.

Ability to maintain confidentiality.

Good observational skills.

Good ICT skills.

Knowledge of Child Protection and Health and Safety practices.

*Link to SSSC information on accepted qualifications: <https://bit.ly/2RxJPtL>

Allowances: Distant Islands Allowance

Evaluated Grade: H

Date of Evaluation: 08/06/2017

PVG Membership: Children's

Disclosure Check: -

Date of Last Amendment: 20/09/2018