

**The Highland Council  
Education & Learning Service**

**Job Description  
Early Years Practitioner**

<b>Service:</b>	Education and Learning
<b>Job Title:</b>	Early Years Practitioner
<b>Grade and Salary:</b>	<p>HC0535 (applies to employees who have achieved the appropriate qualification, based on 23 hours per week over 40 weeks) Salary placing will normally be on the first point of the scale.</p> <p>Employees who are working towards but have not yet achieved the appropriate qualification the following salary scale applies: HC0435 Unqualified (based on 23 hours per week over 40 weeks) Salary placing will normally be on the first point of the scale.</p>
<b>Location:</b>	Primary School
<b>Responsible to:</b>	The Head Teacher
<b>Job Purpose:</b>	To work as an effective member of a team, delivering a flexible, high quality, early learning and child care service that meets the needs of young children and their families.

**Key Duties and Responsibilities:**

- To work in partnership with the Senior Management Team, early level staff, the wider school community, parents/carers and other agencies to contribute to an effective team and to be fully involved in all aspects relating to early learning and childcare
- To effectively deliver Curriculum for Excellence Early Level to meet the needs of all children
- To complete relevant planning, assessment, observation, and record keeping documentation
- To organise and prepare resources in support of all aspects of curriculum delivery
- To ensure that the centre is a warm, stimulating and welcoming environment for young children and their families
- To assist with the personal care and well-being of all children
- To assist the Senior Management Team in the use of the Highland Practice Model to ensure early identification of additional support needs
- To promote an open door policy and work with parents/carers to build on children's learning experiences
- To undertake parent/carer induction meetings and parent/carer/staff consultative evenings
- To assist the Senior Management Team in the planning and delivery of curriculum workshops for parents/carers
- To complete formal annual reports to be shared with parents/carers and staff within the Early Level

- To work in partnership with the Senior Management Team to ensure policies and risk assessments are completed and updated as required
- To contribute to the process of Self-Evaluation as part of the Early Learning and Childcare Team
- To undertake duties which involve supporting and developing college students on placement and modern apprentices
- To assist the Senior Management Team in preparation, and gathering evidence for Care Inspectorate and Education Scotland visits
- To offer specialist support to staff and children in the early learning and childcare centre, within a designated associated school group as required.
- To offer transition support across the Early Level, working in collaboration with the primary one teacher, early learning and childcare staff, parents/carers and the wider school community as required

**Other Duties:**

You may be required to perform duties, appropriate to the post, other than those given in the job specification. The particular duties and responsibilities attached to posts may also be varied without changing the general character of the duties or the level of responsibility entailed. Such variations are a common occurrence and would not themselves justify reconsideration of the grading. As a result of such variations, it will be necessary to update this job specification from time to time.

**Special Conditions:**

40 weeks per year plus allowance for holidays which should be taken during school holidays

**Date:**

**The Highland Council  
Education & Learning Service**

**Person Specification  
Early Years Practitioner**

**Service:** Education and Learning

**Job Title:** Early Years Practitioner

**Location:** Primary School

**Closing Date:**

**Essential Attributes:** In order to be able to carry out the duties of this post effectively and safely, candidates will be able to provide evidence of the following.

**1. EXPERIENCE –**

Previous experience of working with young children.

**2. EDUCATION AND QUALIFICATIONS –**

Those employed as Early Years Practitioner- qualified should hold a recognised qualification in Childcare and Education. (For example HNC/NNEB/SVQ 3) and will be paid on grade HC0535.

Unqualified workers employed as Early Years Practitioner- unqualified will be required to work towards one of the above awards within an agreed timescale and will be paid on grade HC0435.

The Early Years Practitioner is required to hold a relevant Scottish Social Services Council (SSSC) registration or agree to apply to SSSC to register as a practitioner. On taking up the post, the Early Years Practitioner should register with the SSSC.

If they are already registered and their employment with Highland Council means a change of employer they must inform the SSSC of any changes.

Qualifications in Food Handling and First Aid would be advantageous.

**3. SKILLS/ATTRIBUTES GENERAL –**

Ability to work as part of a team and on own initiative

Good interpersonal and social skills with the ability to relate and communicate with adults and children

Good literacy and numeracy skills

An expectation to undertake appropriate CPD opportunities

Reliable and adaptable

**4. SKILLS/ABILITIES SPECIFIC TO THE POST –**

Ability to respect confidentiality

Good organisational skills

Ability to respond calmly and efficiently in an emergency ensuring all necessary procedures are followed

Ability to support a positive and productive working environment

Confidence in using a wide range of technologies

Applicants for posts in Gaelic Medium should be able to communicate fluently and be fully literate in Gaelic.