



Aberdeen City Council
Job Profile

Early Years Practitioner

About Aberdeen City Council

Our purpose is to ensure the People and Place of Aberdeen prosper and to protect the People and Place from harm.

The [Local Outcome Improvement Plan 2016 – 2026](#) (LOIP) identifies how Aberdeen City Council, together with our [Community Planning Partners](#), will tackle the key issues facing our city to ensure Aberdeen is a place where all people prosper. The LOIP sets out our shared promises to the people of Aberdeen:

- **Prosperous Economy** - Aberdeen has a flourishing, thriving and successful local economy.
- **Prosperous People** - People in Aberdeen are happy, healthy and enjoy positive life outcomes.
- **Prosperous Place** - People experience Aberdeen as the best place to invest, live and visit.
- **Enabling Technology** - Innovative, integrated and transformed public services.

To deliver our promises to the city of Aberdeen, our focus is on:

- Empowering staff to meet priority outcomes aligned to the determinates of good health
- Empowering the communities we serve to be self-sufficient
- Early intervention and prevention of harm to the people, place and economy of Aberdeen
- Connecting with citizens, customers and partners through our use of digital
- Using data and information to help us understand the demand on the Council and how we can better improve outcomes
- Being entrepreneurial - creative and innovative in how we do our business.

We count on our employees to be enthusiastic and proactive public servants, who are committed to our purpose and motivated to make a positive and lasting difference to the city and its people.

Aberdeen City Council is arranged into three functions, two of which are aligned to the wider determinates of good health and the final function focussed on good governance. Each function is divided into clusters, and within each cluster are service areas/teams. Teams from across the Council prioritise working together with local and regional partners to ensure a collective focus on improving outcomes for our citizens in keeping with the wider determinates of good health.

About the Families & Communities Function

The function comprises Education & Lifelong Learning, Housing, Children's Social Work & Family Support, and Corporate Landlord which is responsible for the physical assets associated with each of these service areas. The function will ensure that services are delivered in an integrated manner to achieve better outcomes for people in Aberdeen City, within the framework of statutory responsibilities and consistent with the Council's strategic objectives.

The function leads the development and delivery of a Family Support Model to enable delivery of The Promise and closer multi-disciplinary working at locality and neighbourhood level. It provides vision, leadership, strategic direction and professional advice to enable successful delivery the council's and Community Planning Partnership's priorities for families and our communities. The function facilitates multi-agency working at the most local level to support children and families; and ensure readiness and effective implementation of anticipated reforms to further strengthen the model of Family Support.

About the Education & Lifelong Learning Cluster

The Education & Lifelong Learning cluster aims to reduce inequalities in educational outcomes and raise attainment by working with other partners to take account of what we know about the wider determinates of good health. The cluster supports lifelong learning to enable and empower the people of Aberdeen to fulfil their potential and contribute to the social, cultural and economic prosperity of our city.

About the Early Years Team

The Early Years Team supports the delivery of high-quality Early Learning and Childcare (including out of school care) which meets the needs of children and families and supports children's holistic development.

The Team:

- Ensures families have access to high quality Early Learning and Childcare in all communities;
- Supports the development of Early Learning and Childcare Services so they can provide high quality Early Learning and Childcare; and
- Works in partnership with other colleagues and agencies to enable provision of high-quality services.

About the Role

To work as an effective member of the nursery team, to deliver a flexible, high quality early learning and childcare service in order to meet the individual needs of children and their families ensuring their wellbeing and improving the outcomes for children and their families.

Job Title	Early Years Practitioner
Pay Grade	G11
Job Family	Social & Community Services
Location	Aberdeen City Wide – see advertised location

Senior Early Years Practitioner

Early Years Practitioner

Key Outcomes and Task Examples

The post holder will deliver the following outcomes:	Examples of related tasks:
Providing a frontline service	• Create a supportive and nurturing ethos in which children are encouraged and supported to develop their self esteem, self-confidence, and respect for others • As part of the pre-school team, use professional skills in the planning, implementing, assessing and evaluating of the early learning and childcare services. • Observe and interact with children in order to support their learning and contribute to record keeping and reporting of children's progress.
Team Working	• Participate in all aspects of teamwork within the setting including professional development of students, preparation and care of resources, maintenance of cleanliness and hygiene and contributing to staff discussions. • Collaborate with others involved in children's learning and development (parents, carers, teaching staff, health visitors, etc.) at all times maintaining confidentiality.

This job profile provides indicative information about outcomes, tasks and activities that may be undertaken as part of this role. It is not intended to be an exhaustive list due to the need for agility and flexibility in our workforce and to be responsive to change and meet business needs.

Ensuring Compliance	• Attend to the care and health & safety needs of the children. • Keep abreast of current theory and practice by undertaking continuing professional development.
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Role Requirements

This section includes what the post holder needs to carry out the role or, for recruitment purposes, enables applicants to decide whether they meet these requirements.

Minimum Qualification(s) / Certificates / Memberships etc. required	• HNC Early Education and Childcare /S/NVQ Level 3 Children's Care and Development NNEB or equivalent • Registration with or eligibility to register with SSSC • PVG Membership for Regulated work with Children and/or Protected Adults or willingness to obtain prior to a formal offer of employment being made
As a minimum, demonstrate skills and experience in	• Ability to relate to children, parents, carers and other professional colleagues. • Ability to assess children's development and to plan to extend their learning in a way that motivates children. • Ability to communicate effectively. This will include non verbal, verbal and written forms of communication. • A good observer and listener.
As a minimum, demonstrate an understanding of	• The developmental needs of children from pre-birth to 8 years. • The Getting it right for Every Child policy and procedures • Protecting children • Pre-birth to three Guidance • Building the Ambition • Curriculum for Excellence • National Care Standards
Demonstrate commitment to	• Continued Professional Development (CPD) • The principles and aims of Aberdeen City Council • Completion of Aberdeen City Council mandatory training courses and role specific training
Other requirements	• The ability to travel to locations around the city to meet the requirements of the role

Our Guiding Principles

We are all responsible for the culture we work in, and our Guiding Principles help guide what we expect from each other:

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Purpose	We care about our purpose, our people and our city
Pride	We take pride in what we do and work to make things better
Team	One team, one council, one city
Trust	We trust each other and take responsibility
Value	We value each other and recognise a job well done

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Core Principles

Mental Health / Be Kind / Open Mindedness / Equality & Inclusion / Reliability / Encourage Success

Children & Young People of Scotland ask that...

Essential

- You must be authentic, calm, approachable, and welcoming.
- You encourage and help young people to find support if they need it.
- You must be kind! Respect and try to understand children and young people and their lived experience. Take their concerns and worries seriously.
- You must ask clear questions, actively listen to children and young people's answers, and explain any actions you will take.
- You demonstrate that you're worthy of trust by doing what you say you will.
- You are open-minded and fair. You don't jump to conclusions or judge.
- You recognise that all children and young people are individuals. The person in front of you will need a personalised approach and supports.
- You trust that the child or young person in front of you knows themselves. You ask for and listen to their views, and you don't patronise them.
- You treat children and young people as your equal and talk directly to them.
- You offer realistic, helpful advice.

Desired

- You are hopeful about the individual you are talking to, as well as the support you can offer them.
- You encourage children and young people to embrace their strengths. You are enthusiastic and positive about what they can do.
- You notice when children and young people are struggling and know the next steps to take to help them.
- You know when to use humour, and when to be serious.
- You help young people relax by being friendly, caring and putting them at ease.



Skills and Experience

- You welcome children and young people from all different backgrounds and experiences.
- You understand that all children and young people have mental health, just like everyone has physical health, and sometimes they need support with this.
- You understand that we all have emotions, thoughts and behaviours that affect our mental health, and that is perfectly normal.
- You recognise that individuals aren't defined by just one aspect of their life or experiences.
- You want to learn about issues that affect children and young people's lives (including their experiences of gender, sexuality, disability, race, and care). You consider the ways these experiences might impact wellbeing and mental health.
- You understand the difference that positive relationships can make.
- You want to be a trusted, reliable adult for children and young people, no matter what your job is.