

Role Profile

Post Title:	Senior Early Years Practitioner
Grade:	9
Date Created:	12th September 2023

ROLE DEFINITION

To assist in the management and delivery of a quality early learning and childcare service for young children and their families.

KEY TASKS AND RESPONSIBILITIES

Corporate Responsibilities

- Undertake individual role in line with the Council's Strategic Priorities and in compliance with the Council's corporate policies and procedures.
- Undertake any other reasonably required duties as instructed by Management or someone acting on their behalf, in addition to the role specific tasks & responsibilities detailed below.

Role Specific Tasks & Responsibilities

- Take responsibility for day-to-day organisation of early years staff and playroom to ensure effective learning for all children.
 - Contribute to the implementation of the Early years Improvement Plan and carry out associated tasks.
 - Participate in the development of early years policies, procedures and guidance including leading appropriate working groups.
 - Ensure appropriate resources are available and take responsibility for maintenance and return.
 - Organise and participate in effective transition procedures.
 - Organise a programme of activities and outings in compliance with relevant Health and Safety legislation.
 - Plan and provide a safe, secure and stimulating learning environment for children.
 - Lead the development and delivery of curriculum in accordance with the local national policies and procedure guidelines.
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- Plan and evaluate a range of appropriate learning experiences for parents/ carers.
- Work as part of a wider multi-disciplinary team to ensure effective inclusion of children with additional support needs.
- Support staff in the implementation of North Ayrshire Council's Child Protection Procedures.
- Plan and lead parent / carer groups, workshops and working groups and collect relevant data.
- Ensure all pre-admission tasks with parents / carers including the completion of enrolment and consent forms are completed by appropriate staff.
- Take a lead in promoting parental involvement in the nursery.
- Supervise and support training / development activities for the nursery staff team.
- Responsibility for the implementation of new local and National initiatives in Early Education and Childcare as required.
- Ensure that all records and files are kept in accordance with the Data Protection Act 1998.
- Undertake administrative duties related to children's files and record keeping.
- Participate in transport arrangements as required.
- Supervision of employees and oversee support to students on placement liaising with college tutors as appropriate.



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ESSENTIAL / DESIRABLE CRITERIA

	Essential	Desirable	Evidence
Education and Qualifications	- BA in Childhood Practice OR equivalent recognised by the SSSC (or working towards and in final year) - AND - HNC Childhood Practice at SCQF Level 7 OR SVQ Social Services (Children and Young People at SCQF Level 7 OR equivalent recognised by the SSSC)	Evidence of further study / training	- Application Form - Interview
Experience	- Recent experience of working with children 3-5 within an Early Learning and Childcare setting - Planning and delivering Curriculum for Excellence	- Taking on a leadership role - Ability to demonstrate good practice - Working with children 0-5	- Application Form - References - Interview
Specialist Knowledge	Awareness of current early years development	Evidence based learning programmes	- Application Form - Interview - Pre/Post-Interview Check (if appropriate)
Skills and Abilities	Effective communication skills	Involvement in early years initiatives	- Application Form - References - Interview



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	• Lead and motivate		
Other	• Ability to work flexibly	•	• Application Form • Interview • Pre/Post-Interview Check (if appropriate)

Please be aware that the successful candidate must be able to travel throughout North Ayrshire (own car/public transport/pool cars etc) for work purposes, meetings, training courses etc.



OUR STAFF VALUES & BEHAVIOURS

Value	Behaviours
Focus we put our customers first we understand the bigger picture	• Provide excellent customer services • Meet and, where possible, exceed the expectations of internal and external customers • Understand the performance levels and standards required within our own role and strive to achieve and, where possible, exceed these • Know how the work we do fits into the overall performance of the Council
Passion we take pride in the jobs we do we are ambitious for our community	• Take ownership of our own actions and performance • Reflect on the work we do and consider how it could be improved • Have a positive impact on the lives of our customers and their communities • Push the boundaries to help our customers and communities realise their potential
Inspiration we all look for better ways to deliver our services we achieve the best results by working together	• Find new ways to deliver improvements, efficiencies and value for money • Embrace change with enthusiasm and creative ideas • Work together and creatively produce the best outcomes for our customers and communities • Plan all activities with the end goal in mind

