

Role Profile

Post Title:	Early Years Practitioner
Grade:	7
Date Created:	20th January 2023

ROLE DEFINITION

Assist in the provision of a quality education and care 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

- Quality – Contribute to Continuous Improvement through participation in self evaluation and carry out associated tasks. Be aware of current national and local policies, Council guidelines and initiatives and understand obligations and impact on education and childcare provision.
- Learning Experiences – Meet the needs of young children by assessing their physical, behavioural and development needs and provide appropriate learning experiences using relevant curricular guidelines.
- Work with staff team to contribute to the planning, organisation, delivery and evaluation of appropriate learning experiences for children, maintaining an interesting and organised learning environment.
- Observe children, record their progress and interact effectively and appropriately to enhance their learning.
- Contribute to an ethos which promotes positive behaviour, equality and fairness.
- Assist in the preparation and completion of appropriate reports.



Role Profile

- Additional Support Needs / Care Routines – Carry out all aspects of personal care of young children. Ensure suitable hygiene standards are maintained. Record and report information on vulnerable children.
- Undertake mealtime / snack duties with children as required.
- Work collaboratively as part of a wider multi-disciplinary team to address specific needs.
- Health & Safety – Know, understand and adhere to Health & Safety guidelines including North Ayrshire Council's Child Protection Procedures.
- Establish and sustain positive partnerships with parents and carers including North Ayrshire Council's Child Protection Procedures.
- Establish and sustain positive partnerships with parents and carers including pre-admission meetings and support with paperwork where required.
- Participate in meetings with parents / carers to report on children's progress. Support and develop parents' and carers' participation in children's learning. Plan and lead working groups for parents and carers.
- Professional Development – Participate in personal Professional Development and Review. Undertake appropriate skills training and personal development.
- Supervise, mentor and report on performance of work placement students, liaising with college tutors as appropriate.



Role Profile

ESSENTIAL / DESIRABLE CRITERIA

	Essential	Desirable	Evidence
Education and Qualifications	HNC Early Education & Childcare, NNEB, SCCEB, SVQ 3 Children's Care Learning & Development or equivalent qualification recognised by the SSSC (refer to SSSC website for further information)	Evidence of further study / training	- Application Form - Interview
Experience	Recent nursery experience working with nursery children	- Working with children aged 0-3 years - Knowledge of 0-5 years curriculum guidance - Involvement in working with parents - Working with pupils with complex additional support needs - Working with Autistic Spectrum Disorder	Application Form - References - Interview
Specialist Knowledge	- NAC policies and SG guidance - Curriculum for Excellence, Realising the Ambition and Health and Social Care Standards	Understanding of function and role of support services	- Application Form - Interview - Pre/Post-Interview Check (if appropriate)



Role Profile

	and National Care Standards • Awareness of current developments • Awareness of the importance of parental participation		
Skills and Abilities	• Work on own initiative as well as part of team • Written and verbal communication skills • Attention to detail	•	• Application Form • References • Interview
Other	• Required to join the PVG Scheme for this type of regulated work • Registered with the SSSC (or the ability to register within the required SSSC time frame once employed)	•	• 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
<u>Focus</u> 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
<u>Passion</u> 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
<u>Inspiration</u> 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

