



April 2024

1. JOB IDENTITY

Post Title:	Early Years Support Worker	Service:	Education & Childrens' Services
Section:	Early Learning & Childcare	Grade:	Care D
Reports to:	Early Years Senior Practitioner / Head Teacher		

2. JOB PURPOSE

- Act as a member of an Early Learning and Childcare team, working within an Early Years setting in Aberdeenshire, with involvement in the work of the Early Level curriculum, and where appropriate, the pre-Birth to Three Framework whilst under supervision from the Early Years Senior Practitioner. Provide general support in relation to the needs of individuals' care, health and wellbeing and safety and ensure a secure and safe environment for all children (including children with Additional Support Needs).

There is a responsibility for the post holder to demonstrate a commitment to quality service delivery through continuous improvement for the benefit of the Service and the organisation

3. CORE RESPONSIBILITIES / DUTIES

- Support and contribute to the implementation and facilitation of high quality play and learning experiences for children, under direction from the senior practitioner
- Set up the playroom and / or play experiences for children, under the direction of the senior practitioner
- Support children during play and learning experiences under the direction of the senior practitioner
- Support both individual children and groups of children during every-day tasks
- Carry out healthcare duties such as delivering personal care, administering medicine etc. as directed by the Early Years Senior Practitioner to ensure a high standard of care

4. QUALIFICATIONS AND TRAINING

- Essential:**
- Academic achievement to Scottish National Level 4 or 5, Standard Grades or equivalent transferable experience and skills
 - SSSC Registration as support worker within 3 months of taking up post
 - PVG Membership for Regulated work with Children or willingness to obtain prior to a formal offer of employment being made
 - Gain SVQ Social Services (Children and Young People) SCQF Level 6 within 18 months of taking up the post
 - Attendance at appropriate in-service sessions / training such as child protection, support needs and equalities

- | |
|--|
| Desirable: <ul style="list-style-type: none"> • Food handling qualification / certificate • First aid certificate |
|--|

5. EXPERIENCE

- | |
|--|
| Essential: <ul style="list-style-type: none"> • Previous experience of working with young children • Customer focussed with good interpersonal skills. • Effective organisational skills • Ability to prioritise effectively |
| Desirable: <ul style="list-style-type: none"> • Experience of working with young children with a range of additional support needs • Ability to be creative and innovative • Experience of working with parents and associated agencies • Basic ICT skills • Ability to provide personal care and administer medicines appropriately |

6. KNOWLEDGE AND SKILLS

- | |
|---|
| Essential: <ul style="list-style-type: none"> • Ability to work well with young children. • A knowledge and understanding of child development • An understanding of the importance of play • Ability to respect confidentiality • Flexible and adaptable approach • Ability to work effectively as part of a team • Good communication skills and ability to build relationships |
| Desirable: <ul style="list-style-type: none"> • Ability to support the implementation of planned care and learning opportunities for all children, including those with additional support needs, under the direction of a senior member of staff |

7. ADDITIONAL REQUIREMENTS

Driving Compliance	ONLY APPLICABLE TO OUTDOOR LEARNING ROLE: Authorised Car User: It is a material condition of employment for this post that the employee holds a current full driving licence and has a car available, whenever required, in order to undertake the full range of duties of the post. As such, the post is designated as an authorised car user and will be entitled to receive mileage payments. The employee will also be required to produce their licence, on request, at periodic intervals.
---------------------------	--

	Should the employee's driving licence be withdrawn, for whatever reason, it may be necessary to terminate the employee's appointment.
--	---

Agreed