



Job Outline

Post: Senior Early Learning and Childcare Practitioner

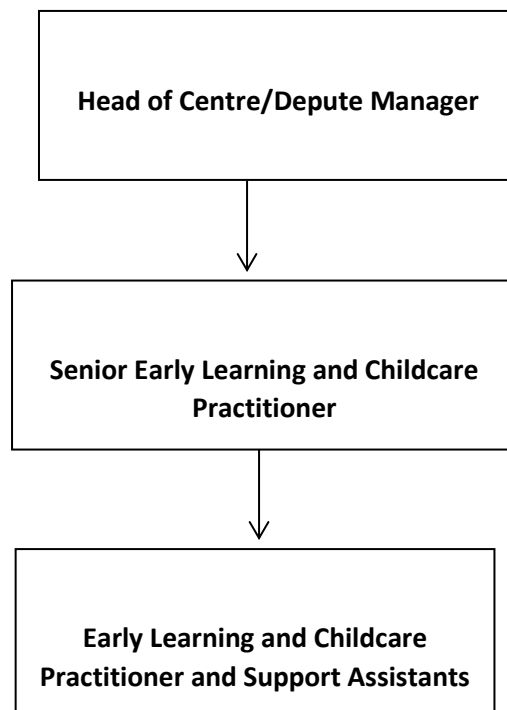
Service: Education

Section: Early Years

Grade: G09

Job Purpose: Contribute as part of a management team to the provision of quality early learning and childcare for the benefit of children, families and the wider community in compliance with national and local authority guidance and the statutes relating to the provision of early learning and childcare, supporting the better integration of universal services within a specified locality in accordance with GIRFEC, national standards and guidelines in order to assist with the promotion, delivery and integration of the key objectives in relation to those identified within the Education Service Plan, the Children and Young People's Services Plan and the Community Plan.

STRUCTURE CHART



A. KEY DUTIES & RESPONSIBILITIES

1. Assist the Head of Centre/Depute Manager in the management and delivery of early learning and childcare that supports child-initiated play and learning, taking account of relevant national guidance including, *Building the Ambition, Pre-birth to 3* *Supporting our Youngest Children* and *Curriculum for Excellence*.
2. Ensure the progress of children is monitored, recorded and reported to parents and others who may have a right to know in terms of the authority's policies.
3. Support the Head of Centre/Depute Manager in regular self-evaluation of the service with the staff team and assist in the production; implementation and monitoring of all aspects of the early childhood centre Improvement Plan.
4. Contribute to the completion of annual returns, documents and records including reporting on Moderation for internal publication or in preparation for inspection by the Care Inspectorate and Education Scotland.
5. Support the Head of Centre/Depute Manager, in the planning, delivery and evaluation of an appropriate programme of experiences and learning activities for children in line with national and local guidelines.
6. Contribute as part of the senior management team to ensure that Council and establishment policies are implemented.
7. Undertake specific and appropriate management/operational duties delegated by the Head of Centre/Depute Manager.
8. Share in the day to day supervision of early learning and childcare practitioners and support assistants and oversee playroom organisation.
9. Respond to the individual needs of children by ensuring that experiences provided are appropriate to their interests and abilities and assist in meeting the adult: child ratio.
10. Observe, assess, record, evaluate and report on children's progress and developments in line with Council policies and procedures and support and guide early learning and childcare practitioners in this process.
11. Maintain and record children's progress and complete transfer of information and reports to other agencies as required.
12. Contribute to the induction of new employees and students/trainees and ensure they are clear about their roles and responsibilities.
13. Supervise students as appropriate and support management in the training of students and oversee and co-ordinate student placements, liaising with training providers as appropriate.
14. Assist in the support, planning and development of parent/carers participation, parent/carers events and meetings with parents/carers to review children's progress as necessary.
15. Assist as necessary with parental enquiries and complaints and prepare appropriate responses in accordance with the Council's complaints handling guidelines.

16. Ensure the effective supervision of employees as directed by the Head of Centre/Depute Manager in accordance with the Council's human resources policies. This includes the Council's Managing Absence Policy and EAGER.
17. Maintain up to date knowledge of best practice within early learning and childcare and ensure compliance with all relevant legislation.
18. Participate fully in Child Protection procedures, in accordance with Council Guidelines.
19. Attend to the personal care needs of individual children taking health and safety guidance and infection control into account.
20. Undertake a programme of continuous professional learning that meets the requirements for continued registration with the Scottish Social Services Council (SSSC) and abide by the Code of Practice for Social Service Workers.

B. GENERAL RESPONSIBILITIES

21. Ensure all materials and equipment provided to assist in carrying out the duties of the post are properly secured in accordance with Council policies and procedures.
22. Promote the health and safety of employees at work and of service users through the implementation of the Council's policy on health, safety and welfare at work and Service Health and Safety arrangements in accordance with all relevant statutory requirements, leading by example.
23. Ensure all activities for which the post holder is responsible are delivered in accordance with Council's Equality and Diversity Policies and the statutory and general specific Equality Duties.
24. Ensure that the Council's Customer Charter is followed in all dealings with the people we serve.
25. Adhere to the Council's policies and procedures for good records management, ensuring that the correct information is created, maintained, stored and retrieved in accordance with business need and statutory and legislative requirements.
26. Participate in the East Ayrshire General Employee Review (EAGER) process annually in accordance with the Council's procedures.

Person Specification

Designation: Senior Early Learning and Childcare Practitioner	Post No:
Service: Education	Section: Early Years

Attributes:	Essential Criteria	Desirable
Qualifications	- Qualification at Level 7 on the Scottish Credit and Qualifications Framework e.g. - HNC Early Education & Childcare - HNC Childhood Practice - SVQ level 3 Early Years Care & Education - SVQ level 3 Social Services Children & Young People to include units H5LG04 and H5LM04 or - NNEB/modular equivalent along with evidence of CPD And - hold or be actively working towards the BA Childhood Practice or BA Childhood Studies (pre 2010) or the BA Childhood Studies and a willingness to work towards Graduate PDA Childhood Practice at SCQF Level 9 - Registration with Scottish Social Services Council as a Practitioner	Evidence of further study or research beyond SCQF level 9
Knowledge & Skills	- Demonstrates leadership skills - Excellent communication and interpersonal skills - Good negotiating skills, demonstrating the ability to influence others - Ability to communicate effectively and build relationships with children colleagues, parents, carers and other professionals - Demonstrable knowledge of Building the Ambition, Pre- Birth to Three, Health and Social Care Standards - Good knowledge of early level Curriculum for Excellence, active learning and early years Pedagogy - Demonstrate a working knowledge of Getting It Right for Every Child (GIRFEC) principles - national and	- Good negotiating skills, demonstrating the ability to influence others - Participation in Continuous Professional Learning - Experience of transitions across stages and at the early level - Used Microsoft Office packages including Word, Excel, Access, PowerPoint and Outlook - Highly participative, open minded. - Evidence of flexibility in approach. - Evidence of ability to articulate and demonstrate good practice

	local guidance • Demonstrate good planning and organisation skills • Knowledge of child development, the needs of children aged 0-3 and/or 3-5 years • Evidence of ability to take the initiative and work independently with minimum of supervision • Evidence of participation in Improvement Planning and self-evaluation • Awareness of local and national early years strategies and policies	
Experience	• Recent and substantial experience working with children aged 0-5 years or 3-5 years in an early years setting • Experience of completing child assessments • Evidence of involvement with parents and other professionals	• Evidence of ability to articulate and demonstrate good practice • Experience in a range and/or variety of early years settings, experience of inspection processes • Experience in working groups at local or authority level
Employees are the FACE of East Ayrshire and are expected to demonstrate our FACE qualities and behaviours		
Quality	Behaviour	
Flexible	• Have an open mind and look for better ways of doing things. • Embrace new technologies to improve services for the people we serve. • Welcome opportunities to learn and grow.	
Approachable	• Develop positive and productive relationships with everyone. • Listen, notice, respond and engage. • Manage our reactions and think about how our behaviour affects others.	
Caring	• Embrace working in a team and working with others. • Take pride in your role, serving our community and strive to be the best we can be. • Be kind to others and to ourselves.	
Empowered	• Have the courage to try new things. • Work with others to find the best solutions. • Help everyone to realise their full potential.	