



Job Description and Employee Specification [Early Learning & Childcare Keyworker]

Education & Families

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Service:	Education & Families
Division:	Education
Job Title:	Early Learning & Childcare Keyworker
Responsible to:	Head Teacher/Head Of Centre
Grade	NLC 7
Conditions of Service	SJC
Date of last review:	27 th April 2018

Job Outline

To support and contribute to the effective delivery of a high quality nurturing Early Learning and Childcare service for children and their families in line with North Lanarkshire Council policies and procedures and under the direction of the Head of Establishment or their nominee.

Main Duties and Responsibilities

Generic Duties:

- 1. To observe and implement the policies of North Lanarkshire Council in both written and verbal form ensuring that the planning, delivery and evaluation of programmes of experience and learning activities for children are in line with National and Local guidelines**
- 2. Assist in the support and development of parental participation, meeting with parents to review children's progress**
- 3. To comply with the Health & Social Care standards set by the Care Inspectorate on the care and welfare of Early Learning and Childcare**
- 4. To respond to the needs of the children by ensuring the experiences provided are appropriate to their interests and abilities.**
- 5. To ensure that children are supported within a safe, secure, respectful and nurturing environment**
- 6. To contribute to establishments self-evaluation processes**
- 7. To assist in the preparation and maintenance of resources to support children, and assist in setting up the playroom/s or outdoor spaces at the beginning of each session, and also in cleaning and tidying as directed to ensure an ordered and hygienic environment for the children.**
- 8. Undertake all of the appropriate training necessary to carry out all of the duties outlined in this job description.**
- 9. To support the implementation of Health and Safety guidelines**

Specific Tasks:

10. To respond to the personal care needs of children, for example feeding, washing, toileting, changing clothing, dental hygiene, administration of routine and emergency medicine, and lifting and handling following guidance from North Lanarkshire Council
11. To assist with snack and lunchtime routines providing children with help and support
12. To effectively respond to children in a group and in one to one activities, and to nurture and support children in the indoor and outdoor environment.
13. To assist and support the planning and delivery of appropriate learning opportunities for all children.
14. Assist in the support and development of parental participation, meeting with parents to review children's progress
15. To update written records with support and direction including assessment based observations as appropriate.
16. To support and implement the national priorities, early literacy, numeracy and health and well-being through play based curriculum.
17. To contribute to the preparation of reports for case Conferences, reviews and children's hearings as appropriate.
18. To contribute to the preparation, implementation and timely updating of GIRFMe plans
19. To participate in the provision of extended/flexible early learning and childcare as appropriate.
20. To liaise with other professionals and agencies as appropriate
21. To undertake training, performance review and development and regularly update SSSC self- evaluation and development paperwork in line with registration requirements.
22. To attend and contribute to team meetings
23. To participate in the preparation for establishment inspections as directed by the Manager
24. To work alongside partners and agencies as appropriate to facilitate effective learning
25. To have knowledge and understanding of national and local guidelines

This job outline is intended to indicate the broad range of responsibilities and requirements of the post. It is neither exhaustive nor exclusive but, while some variation can be expected in particular duties, the outline is considered to provide a reasonable general description of the post.

SPECIFICATION	ESSENTIAL	DESIRABLE	METHOD OF ASSESSMENT
QUALIFICATIONS/TRAINING Qualification at level 7 (Scottish Credit and Qualifications Framework) e.g. • HNC Early Education & Childcare • HNC Childhood Practice	x		Verification/Application Form/Interview

- SVQ level 3 Early Years Care & Education - NNEB/modular equivalent along with evidence of CPD - HNC Supporting Learning Needs - PDA Childcare and Education - BA Childhood Studies - BA Childhood Practice.		x X X x	
WORK EXPERIENCE - Experience of working with children aged 0-5 years or 3-5 years in an early learning and childcare setting - Ability to demonstrate and articulate good practice		X x	Application Form/Interview
KNOWLEDGE/SKILL/ABILITY Understanding of : - Building the Ambition - Curriculum for Excellence - National Care Standards - SSSC Codes of Practice - Pre-Birth to 3 years - GIRFEC/GIRFMe - Understanding of Child Development and children's needs aged 0-3 and/or 3-5 years - Good Communication skills (verbal and written)	x x x x x x x		Application Form/Interview

• Evidence of involvement with parents and/or professionals • Knowledge of national and local policies and strategies in the early years sector		X x	
PERSONAL QUALITIES/ATTRIBUTES • Courteous, supportive, caring and enthusiastic manner • Evidence of a high level of commitment & motivation • Demonstrable ability to communicate effectively with children, parents, carers, early years team members and other professionals • Ability to work as part of a team • Ability to be flexible, show initiative, and participate in early years developments • Willingness to pursue career development Pathways	x x	 x x	Application Form/Interview
OTHER • Member of PVG scheme or willingness to become a member of PVG scheme with satisfactory scheme record/or scheme record update • Registration or qualification allowing registration with Scottish Social Services Council as an Early years Practitioner.	X x		Application Form/Interview

• Evidence of Continuous Professional Development		x	
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