



**City of Edinburgh Council
Job Profile**

DEPARTMENT: Children & Families
SECTION: Schools & Community Services Division,
Early Years Sub Division
POST: Early Years Officer
RESPONSIBLE TO: Head Teacher/Manager/Senior Early Years
Officer

PURPOSE OF THE JOB:

The early years service delivers direct services to children in a variety of ways: in nursery schools, nursery classes, early years centres and Child and Family Centres.

The Early Years Officer (EYO) will act as key worker to individual children in the provision of the following services:

- Delivery of the pre-school and birth to three curriculum;
- Promotion of welfare and wellbeing of children, including child protection
- Supporting parents in a range of ways such as running parenting groups and advising parents how to care for their children;
- Liaison with other staff and organisations to ensure that individual children are kept safe and input to the development of appropriate care packages;
- Services to support children and their families delivered in partnership with schools, health staff and community education.

The age of children to whom services are delivered will depend on the establishment, but may cover children from 0-8 years old.

The principles of the Getting It Right For Every Child (GIRFEC) programme will underpin the postholder's work eg putting the child at the centre; keeping the child safe; taking the whole child approach; working in partnership with families; co-ordinating help from across services and practitioners.

As an experienced practitioner, the EYO will support and mentor other staff within the team, sharing their knowledge and experience.

MAJOR TASKS /JOB ACTIVITIES:

- Act as a key worker for a designated individual or group of children. In doing so being sensitive to circumstances at home and in the family in partnership with parents/carers in the care/education of their children.

- Review the needs of individual children using agreed criteria to set objectives for each child. Develop appropriate plans as required. (Care/Individual Education Plans/Personal Learning Plans)
- Work as part of a team to plan and manage the workload. Input to the development and implementation of an appropriate curriculum in response to the requirements of the Birth to Three Framework and Curriculum for Excellence.
- Where appropriate provide personal care for babies and children, including toileting, bathing and feeding. Administer medication as required within Departmental policy. Maintain first aid/medical records.
- Develop and maintain strong, collaborative and positive partnership working arrangements with other key professionals and agencies.
- Promote the welfare and wellbeing of children. Understand and follow Child Protection guidelines. Understand the effects of and commitment to inclusion, diversity, social justice and anti-discrimination.
- Where appropriate, attend and contribute to case conferences and other reviews of children for whom the postholder is the keyworker.
- Be responsive to guidance and codes of practice.
- Build effective and sensitive transition programmes/arrangements for children and parents/carers from home into the centre and centre into school.
- Write reports eg transition reports, progress reports for parents and where appropriate reports to case conferences.
- Assist in the management of records using required IT systems.
- Promote confidence and wellbeing in parents/carers and families eg by making referrals to other services such as health care and skills training.
- Engage and involve parents/carers, families and local communities in the life of the service eg by making visits and trips, sharing facilities, open days.
- Where appropriate undertake outreach work in parents'/carers' own homes to advise them on childcare issues. Use observations made in the home visit to adapt care provision accordingly. Where appropriate undertake risk assessments on initial home visits.
- Participate in self evaluation information, improvement planning, including identifying and responding to identified gaps in service provision.

- Work with multidisciplinary teams eg health visitor, occupational therapy etc to plan, structure and evaluate support for individual children.
- Contribute to a learning community including supporting and mentoring other staff in the team, and giving support to students learning in the workplace.

RESPONSIBLE FOR:

Will be required to supervise students undertaking early years studies, as required, also to support voluntary helpers, secondary school pupils on community placements and other students as required. As an experienced practitioner, will support and mentor colleagues in the team.

DECISIONS MADE IN COURSE OF JOB:

- Undertake day to day decisions with children and their families in a group or one to one situation.
- The Early Years Officer must demonstrate the independent application of professional skills and knowledge and use considerable initiative in carrying out day to day tasks such as observations of children and decisions regarding children's learning, safety and wellbeing.
- Decisions on appropriate methods and techniques of work with children and families including delivery of the curriculum.
- Contribute to the decisions regarding planning and development of the service quality improvement planning.
- Determining and implementing appropriate plans, Personal Learning Plans (PLP), Individual Educational Plans (IEP) to meet the needs of children and their parents/carers in order to ensure the wellbeing of children and support of parents/carers.

SUPERVISION RECEIVED:

Formal supervision will be given by the line manager ie Head Teacher/Manager/Senior Early Years Officer. This will cover the postholder's responsibility to act as key worker for individual children and ensure that their care plan is implemented, and to raise any issues or concerns they have.

CONTACTS:

Daily 1-1 contact with children.

Daily contact with parents and carers.

Members of the Centre Management Team.

Colleagues from the Children and Families Department.

Colleagues from a range health based, education and family support based services.

Colleagues from the voluntary sector and partner providers in the delivery of early years and childcare services.

The postholder may attend case conferences and other review meetings where the care of a child for whom the postholder is key worker is being considered. The postholder will discuss the content of reports they have written about the child at these review meetings.

EDUCATIONAL/VOCATIONAL QUALIFICATIONS REQUIRED:

The EYO must hold an HNC in Early Years and Childcare or another relevant qualification which meets with the requirements of the Standard for Childhood Practice.

EXPERIENCE REQUIRED:

Two years postqualifying experience in an early years setting is essential, ideally where interaction with families is a significant aspect of the role.

COMPLEXITY:

The postholder has a range of responsibilities in line with GIRFEC to meet the individual needs of the child and their family.

The postholder will be required to observe and assess individual children's needs and identify any concerns. They have a role in supporting the family but must put the needs of the child first eg any concerns about lack of care or proper treatment of the child must be raised.

CREATIVITY:

Identify appropriate assessment approaches to track children's progress, inform future learning, development and care plans for all children individually.

Provide an effective learning environment which nurtures, motivates and engages children in the active learning process.

Create an exciting learning and development environment which engages children and their parents/carers and builds positive relationships between staff, children and parents/carers.

Identify, encourage and support for creativity and innovation in the local community eg Eco Schools, Green Flag Awards.

Produce appropriate personal learning opportunities for all children which provide for progression in learning and which recognises the widest possible range of achievement.

Develop solutions in conjunction with colleagues, other services and families to meet the needs of the child and their family.

SPECIAL CONDITIONS:

None.

ADDITIONAL INFORMATION:

This post is considered Regulated Work with Vulnerable Children and/or Protected Adults, under the Protection of Vulnerable Groups (Scotland) Act 2007. Preferred candidates will be required to join the PVG Scheme or undergo a PVG Scheme update check prior to a formal offer of employment being made by the City of Edinburgh Council.

You will be required to register with the Scottish Social Services Council (SSSC) in the category of Practitioner and adhere to the codes of practice set out by SSSC.

EMPLOYEE SPECIFICATION:**Council Core Competencies****These Council Core Competencies apply to all positions:**

Being Customer/Client Focused
Working Effectively with Others
Managing Change
Taking Ownership and Responsibility
Communicating Effectively
Planning and Decision Making

These Council Core Competencies apply to positions with responsibility for managing people or resources:

Leading Others
Managing Performance and Developing others
Political Sensitivity

Early Years Officer	Essential	Desirable
Experience	Proven experience in an early years setting Experience of working with parents and carers	Experience of leading a team
Knowledge, Skills and Understanding	Knowledge of child development and the care needs of children	

	Knowledge of a Curriculum for Excellence (CfE) Knowledge of Getting It Right for Every Child (GIRFEC) Knowledge of child protection issues Good standard of verbal and written communication Skilled in engaging with children Proven ability to work as part of a team and with other agencies Organisational skills Skills in observations and report writing Staff management skills, or skills transferable Ability to work under pressure	
Qualifications and Training	HNC/SVQ3 in a relevant Childhood Practice award Qualifications meeting the registration requirements of the General Teaching Council; Nursing or Midwifery Council; General Medical Council or other groups regulated by the Health Professions Council; Occupational Therapists; Arts, Music and Drama Therapists; Physiotherapists; Speech and Language therapists	Child Protection Certificate HND Childhood Practice

Job Specific Requirements	Interpersonal understanding Flexibility Emotional awareness Self confidence Team working Working within professional boundaries	
Applicants should always check the Job Vacancy Summary for any specific Employee Specification Requirements for the advertised vacancy.		