

FALKIRK COUNCIL



Job Profile

Job Title:	Early Years Officer
Reporting to:	Head Teacher / Head of Centre
Responsible for Line Management of:	N/A
Your Job is to:	You will work as a member of a team to deliver early learning and childcare to meet the needs of all children and partners using the service, and develop a purposeful relationship with colleagues/parents/carers to ensure improved outcomes for all service users.
Grade:	F
What you will do :	
Job specific tasks	
1. Plan and implement suitable experiences for all children to enable learning through play and developmentally appropriate learning experiences. 2. Ensure all children are happy, healthy and achieving to their full potential within a safe and nurturing environment. 3. Observe, record and assess, through interaction, the individual needs of children 4. Actively participate in improvement planning and associated activities with an ongoing commitment to improving attainment and achievement 5. Establish and maintain positive relationships with parents/carers to ensure the best outcome for their child 6. Respond effectively to children using a variety of strategies and techniques 7. Demonstrate commitment to inclusion, caring for and protecting children 8. Develop the curriculum which aligns to national and local policy and guidance 9. Understand and apply the principles of observation, assessment, recording and reporting 10. Participate in staff meetings and parental consultations as and when appropriate	
Job demands	
1. You will be based in a school/ELC Centre 2. You will be required to plan and organise your own workload 3. You will have excellent written and verbal communication skills 4. You will provide a front-line service to council customers 5. You will be required to work as part of a team	

6. You will require to maintain confidentiality at all times

Person Profile

Essential Education & Professional Qualifications	Ideally you will have	How we assess this
- Gain/maintain Scottish Social Services Council (SSSC) membership - Gain/maintain PVG scheme membership for working with Children - HNC or SVQ Level 3 in Education and Childcare (or equivalent)		Application Form
Essential Skills, Knowledge & Experience	Ideally you will have	How we assess this
- Knowledge of national/local guidance - Experience working with Children (age 0-5) - Experience of multi-disciplinary/partnership working - Knowledge and understanding of the principles/practice guidance relating to Pre-Birth to Three/Curriculum for Excellence/How Good is our Early Learning and Childcare? (HGIOELC) and other relevant material, using the principles of Getting It Right For Every Child (GIRFEC).	- Gaelic language skills - You will require problem solving skills - You will require report writing skills - Moving and Handling experience	PVG Checks Interview Application Form
Falkirk Council Values & Behaviours		How we assess this
Demonstrates behaviours which are consistent with Falkirk Council Values (Responsive, Innovative, Trusted , Ambitious)		Application Interview

