

FALKIRK COUNCIL



Job Profile

Job Title:	Early Learning and Childcare Assistant
Reporting to:	Early Learning and Childcare Practitioner
Responsible for Line Management of:	N/A
Your Job is to:	You will provide practitioner and child support to enhance children's experiences and, as required, undertake a range of establishment and child support activities with regard to general supervision, safety, care and well being of the children.
Grade:	B
What you will do :	
Job Specific Tasks	
1. Supervision of children within the nursery, particularly within the dining room, playground, cloakrooms, lavatories and on educational excursions as required. 2. Supporting individual children's transport arrangements. 3. Housekeeping of communal areas and providing basic practitioner support as required, including assisting with the display of children's work. 4. Provide basic physical and motivational support for the children, including assisting mobility and ensuring safety within the nursery, promoting interaction with other children, and assisting with the development of pupils communication skills. 5. Assist with promoting the children's self-esteem, self-reliance and self-confidence. 6. Providing general clerical support within the nursery, including photocopying, telephone and office cover, reception and maintenance of stock. 7. You will make a significant contribution to the safety and well being of the children you supervise and you will be responsible for the safe and proper use of all equipment and materials utilised. 8. You will contribute towards developing positive and supportive relationships with the children you supervise. 9. You shall determine when to seek direction and guidance from the designated staff should the child's behavior of learning deviate from normal expectations.	
Job Demands	
1. You will be based in a School/ELC Centre with travel between locations.	

2. You will be expected to communicate well with colleagues and others.
3. You will provide support services to internal colleagues.
4. You will provide a front-line service to council customers.
5. You will be responsible for handling and processing information.
6. You will be responsible for moderately expensive equipment.
7. You will be required to work as part of a team.

Health & Safety

1. Work safely and follow procedures.
2. Take care of own health and safety and that of others whilst at work.
3. Comply with the Council's Health and Safety Policy.
4. Help create and promote a positive health and safety culture.

Person Profile

Essential Education & Professional Qualifications & Memberships	Ideally you will have	How we assess this
• Basic numeracy and literacy • Gain/maintain SSSC registration. • Gain/maintain PVG membership for working with Children	• SVQ Level 2 in Early Learning and Childcare or equivalent	Application Form Interview
Essential Skills, Knowledge & Experience	Ideally you will have	How we assess this
• Organisational skills • Communication and Interpersonal skills • Experience working with children (age 0-5). • Basic computer literacy.	• Relevant experience is required. • Experience working as part of a team. • Gaelic language skills	Application Form Interview
Falkirk Council Values & Behaviours		How we assess this
• Demonstrates behaviours which are consistent with Falkirk Council Values (Responsive, Innovative, Trusted, Ambitious)		Application Form Interview