

The Highland Council

Job Description

Service:	Education & Learning	Section: Education
Job Title:	Senior Early Years Practitioner	
Grade and Salary:	HC07	
Location:	Primary School/Family Centre	
Responsible to:	The Head Teacher or person delegated to have management responsibility of the nursery.	
Job Purpose:	To work as an effective member of the nursery team to ensure the delivery of a quality early learning and childcare experience for children. To provide a leadership role within the setting for other early years staff to ensure the delivery of early level learning through the guidance of the Head Teacher. To ensure that parents are actively engaged in participating in their children's learning journey.	
Key Duties and Responsibilities:	• To undertake a leadership role within the nursery setting working in partnership with the Head Teacher or person delegated by the head teacher to have management responsibility for the nursery. • To be a competent practitioner within the nursery setting, delivering 'hands on' provision for part of the working week (16 hours) and being fully involved in all aspects relating to early learning and childcare. • To develop staff rotas ensuring sufficient staff cover is available within the nursery at all times. • To act as the day to day decision maker for staff within the nursery setting working closely with the Head Teacher /designated manager. • Provide supervision and mentoring of ELC staff in the Nursery setting. • Support other early years staff in their learning and registration requirements for the SSSC. • Effectively deliver Curriculum for Excellence Early Level to meet the needs of all children. • Complete relevant planning, assessment, observation and record -keeping documentation ensuring that the quality of play and learning within the setting is of a high standard. • Ensure that the nursery staff are aware of and understand their responsibilities to the children and the setting and work in a professional and effective manner. • Ensure that the staff team adheres to the relevant planning, policies and procedures that support the quality of play within the setting. • Assist the Head Teacher in the use of the Highland Practice Model to ensure early identification of additional support needs. • Promote an open door policy and work with parents/carers to build on children's learning experiences. • Support the completion of formal annual reports to be shared	

- with parents/carers and staff within the nursery.
- Work in partnership with the Head Teacher to ensure policies and risk assessments are completed and updated as required.
- Using 'How Good is our Early Years' documentation, contribute to the process of Self-Evaluation.
- Undertake duties which involve supporting, developing and mentoring college students on placement and modern apprentices based within the nursery setting.
- Assist the Head Teacher in preparation and gathering evidence for Care Inspectorate and Education Scotland visits.
- Offer transition support working in collaboration with Primary One teacher.

Other Duties:

You may be required to perform duties appropriate to the post other than those specified in the job specification. The particular duties and responsibilities attached to posts may also be varied without changing the general character of the duties or the level of responsibility entailed. Such variations are a common occurrence and would not in themselves justify reconsideration of the grading. As a result of such variations it will be necessary to update this job specification from time to time.

Special Conditions:

40 weeks per year plus allowance for holidays which should be taken during school holidays.

The Highland Council
Person Specification

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Job Title: Senior Early Years Practitioner
Location: Primary School
Closing Date:

Essential Attributes

In order to be able to carry out the duties of this post effectively and safely, candidates will be able to provide evidence of the following:

1. EXPERIENCE

Previous experience of working with young children.

3 years post qualifying experience of working with young children, preferably in an Early Learning and Childcare Setting or family support service.

2. EDUCATION AND QUALIFICATIONS

Those employed as Senior Early Years Practitioner (SEYP) should hold a recognised qualification in Childcare and Education. (For example HNC/NNEB/SVQ 3) and will be paid on grade HC0735.

The SEYP is required to hold a relevant Scottish Social Services Council (SSSC) registration or agree to apply to SSSC to register as a Practitioner in the Day Care of Children Services. On acceptance of the post, the SEYP should apply for registration within 1 month of taking up employment.

Qualifications in Food Handling and First Aid would be advantageous.

3. SKILLS/ATTRIBUTES GENERAL

Ability to work as part of a team and on own initiative.

Good interpersonal and social skills with the ability to relate and communicate with adults and children.

Good literacy and numeracy skills.

An expectation to undertake appropriate CPD opportunities.

Reliable and adaptable.

Understanding of Child Protection.

4. **SKILLS/ABILITIES SPECIFIC TO THE POST**

Ability to respect confidentiality.

Good organisational skills.

Ability to respond calmly and efficiently in an emergency ensuring all necessary procedures are followed.

Ability to support a positive and productive working environment.

Confidence in using a wide range of technologies.

Able to evidence experience in interagency working for better outcomes for children and families.

A sound knowledge of child development, parenting issues and the early years national and local agenda.