



Recruitment Pack for the post of **Head of Early Learning and Childcare Centre**

Living, Learning, Working in Falkirk
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Falkirk Council
Children's Services



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Head of Centre - Job Overview

The Head of Centre reports directly to the Early Learning and Childcare Provision Co-ordinator who is responsible to the Director of Children's Services. The Head of Centre is responsible for the supervision of all staff within the ELC Centre. The number of staff will range depending on the size and number of places within the centre.

The person appointed will be responsible for the day to day operation of the centre, in order to provide high quality early learning and childcare for children aged 6 weeks to 5 years.

Key Responsibilities

1. Provide and implement strategic direction to the team in taking forward the national and local frameworks and strategies.
2. Provide leadership and strategic direction, and demonstrate a strong professional and personal value base in the development, good management and delivery of a quality service to children and families in line with Falkirk Council Policy and Procedures.
3. To supervise and support students.
4. Responsibility for the day to day operation of the ELC Centre, including:
 - Curriculum planning
 - Recording and reporting on children's development and progress
 - Monitoring and management of records
 - Develop and maintain strong, collaborative and positive partnership working arrangements with other key professionals and agencies
 - Manage and develop partnership with parents and carers to promote the engagement and involvement and promote best outcomes for their children
 - Recruitment and retention of all staff
 - Supervision of staff including staff reviews
 - Responsibility for adhering to Falkirk Council's Admission Policy
 - Participation in creating and maintaining Individual Care/Medical Plans and delegating responsibility when required
 - Responsibility for initiating and participation in child protection procedures
 - Responsibility for development of the service as required
 - Responsibility for devising and implementing the ELC Centre development plan and policies
 - Responsibility for the preparation of reports (IAF forms)
 - Collection and administration of lunch money
 - Responsibility for adhering to Falkirk Council's financial procedures
 - Overall responsibility for management of devolved budget
 - Drafting and implementing of contracts (fees)



- Involvement in organising, participation and where required delivery of professional level learning and development
 - Monitoring and evaluating the quality of service being provided
 - Overall responsibility for ensuring that risk assessments are undertaken and adhered to
 - General administration duties with support of the Clerical Assistant
 - Monitoring of dietary and medical care plans for children
 - Involvement in the recruitment and selection of employees
 - Responsibility for ensuring that Falkirk Council complaints procedure is adhered to
 - Responsibility for and participating in discipline and grievance procedures
 - Reporting of property repairs and maintenance
 - Undertaking health and safety inspections
 - Upkeep of safety record
5. Undertaking relevant duties and tasks as delegated by the Early Learning and Childcare Provision Co-ordinator.
 6. Undertaking relevant duties and tasks as delegated by the Director of Children's Services.
 7. Any other duties which may be required to ensure a high standard of service delivery.

Accountability

1. The Head of Centre is accountable for the day to day operation of the nursery, ensuring that standards are met by all staff, and that service user needs are met appropriately.
2. The Head of Centre has overall accountability for health and safety within the centre. This includes the safety and welfare of children in their care both within the nursery and on planned outings outwith.
3. The Head of Centre is accountable for the management of the devolved budget.

Communications and Contacts

Internal

- Staff and management team of the Centre
- Staff and management team of other early learning and childcare centres
- Staff and senior leadership within Falkirk Council Children's Services
- Professional colleagues within Children's Services

External

- Service users - parents and carers
- Professional colleagues in other sectors i.e. Psychological and Health Services; voluntary groups, Scottish Government, Education Scotland, Care Inspectorate and SSSC



Demands

1. Ability to use initiative and work effectively.
2. Respecting clients/staff confidentiality.
3. Compiling reports on a regular basis for Children's Services management, other Falkirk Council Services and external bodies, i.e. NHS, Social Work, ASN Team.
4. Problem solving - staffing issues, clients and placement issues, property issues and emergency situations.
5. Recruitment and selection.
6. Ability to lead team to drive forward improvements within the service.
7. Maintaining standards as laid down by Scottish Government, Education Scotland, Care Inspectorate and Falkirk Council.
8. The postholder makes all decisions in respect of the day to day management of the centre.

Environment

1. To work with staff operating as a team, promoting a warm and friendly atmosphere and deal respectfully with children and families.
2. To work outwith normal hours in response to the demands of the post including key holding responsibilities.

Knowledge, Skills and Experience

1. BA in Childhood Practice or other relevant child care qualification equivalent to SCQF Level 9 (or currently working towards this qualification).
2. Relevant post qualification experience which includes senior management experience within the relevant sector.
3. Proven good standard of verbal and written communication skills.
4. Knowledge of relevant legislation and documentation:
 - Health and safety legislation
 - Curriculum for Excellence and Pre-Birth to Three Guidelines
 - National Standard
 - GIRFEC (Getting It Right For Every Child)
 - Children and Young People (Scotland) Act 2014
 - Care Inspectorate National Care Standards
 - How Good Is Our Early Learning and Child Care?
 - Blueprint for 2020 and other related expansion guidance
 - Building the Ambition
 - Child development
 - Anti-discriminatory practice
 - Equal opportunities
5. Experience of childcare/early years, working as part of a team and in collaboration with a range of external agencies.
6. Experience of working with parents/carers and in supervising staff/students.
7. Previous experience of budget control is desirable as is a knowledge and some experience of recruitment and selection processes.
8. Organisational and excellent communication skills are essential.