

JOB OUTLINE	
JOB TITLE: Early Years Practitioner	JET CODE: M409
SERVICE: Education	
DIVISION: Resources & People Services	
REPORTING TO: Senior Early Years Practitioner	
RESPONSIBLE FOR: N/A	
JOB PURPOSE: To work as a highly motivated and committed member of an Early Years team supporting the delivery of high quality early learning and childcare offering a broad and balanced Early Years curriculum within a safe, inclusive, caring and welcoming environment that enables every child to achieve their potential.	
MAIN DUTIES: <u>Environment</u> • Create a welcoming, nurturing and inclusive environment for children where they feel safe, valued and supported, developing their confidence, exploring their social and emotional needs and developing independence and life skills • Contribute to the aims, visions and values of the setting to provide a caring ethos, promoting and maintaining children's positive behaviour • Provide positive experiences for children both indoors and outdoors by offering choice and appropriate resources to capture interest and supporting the development of literacy and numeracy skills and the wider curriculum ensuring all children access a full range of experiences that meet their individual needs • Provide balanced, inclusive, and stimulating opportunities through high quality play both indoors and outdoors and involve families in their child's learning to ensure improved outcomes • Assist the HT/Line Manager in the organisation, relevant maintenance, sourcing and purchasing of resources, to promote equality and independent learning. • Assist the HT/Line Manager in the setting up of displays and appropriate activities and experiences which are updated on a regular basis and enhance the learning environment for all children • Assist the HT/Line Manager with the administrative duties related to outings, events and any associated record keeping	

- Observe and implement relevant Health and Social Care Standards and adhere to relevant National and local guidelines including Food Hygiene, First Aid, Moving and Handling
- Contribute to and implement risk assessments
- Carry out all care routines including toileting support nappy changing, hand washing and dental hygiene
- Clean resources and sterilise equipment as appropriate to maintain hygiene standards
- Carry out the administration of medicines (voluntary) in line with appropriate Council guidelines
- Prepare and provide healthy food for children in line with local and National guidelines and legislation, supporting nurturing quality experiences for children including preparing food, serving the children and cleaning up

High Quality Learning Experiences

- Respond and interact effectively with children by ensuring that the experiences enhance and promote their learning and are relevant and appropriate to the interests, aptitudes, abilities and stages of development for all children
- Contribute to organising, delivering and evaluating appropriate stimulating learning for children linked to the key areas of the national curriculum to ensure continuous improvement in the outcomes for children and their families
- Observe children and actively participate in the tracking of their development to identify next steps and support their learning in line with best professional practice using relevant information to support, challenge and extend learning in both written and verbal form as appropriate
- Engage with Curriculum for Excellence and East Lothian Frameworks in order to participate in long and short term planning and evaluation to provide appropriate learning experiences in both written and verbal form as required
- Continually monitor and evaluate practices and contribute to service improvement to ensure a high quality, child centred service, including families, children and wider community
- Participate in the implementation and evaluation of the school improvement plan, using quality indicators outlined in “How Good is Our Early Learning and Childcare” and the National and Local Frameworks
- Collect, share and display evidence of children’s learning in compliance with good practice and relevant legislation

- Assist in the preparation of information for team meetings and where appropriate child planning meetings
- Provide regular, ongoing flexible reporting to families in a clear, concise and accurate manner through written and verbal communication in order to support learning conversations about a child's development and learning.
- Where necessary, offer targeted support to families to allow for their engagement and participation in a variety of learning opportunities to meet the individual needs of all children and their families
- Contribute to children's individual plans i.e. IEPs, Personal Plans and relevant meetings, engaging with professionals, multi-disciplinary teams, other establishments and partners to ensure appropriate support for individual children allowing them access to the full range of experiences
- Contribute to the preparation and completion of transition reports or meetings, profiles of evidence, individual plans and developmental milestones to assist in the provision of smooth transitions for children within and beyond the setting
- Contribute to the development of transition processes that involve each child and their family and where individual needs are met, ensuring continuity and progression in learning within and beyond the setting

Corporate life of the establishment

- Maintain knowledge and ensure adherence to relevant Local and National guidance and legislation to adhere to Standards and Frameworks in order to ensure the delivery of high quality early learning and childcare that empowers families and focuses on Getting it Right For Every Child
- Actively participate in professional learning opportunities and Professional Development and Review in line with SSSC requirements to ensure maximum impact for the setting
- Actively participate and contribute to team meetings where appropriate
- Contribute to the training and mentoring of students and offer advice and support to new team members in order to develop their skills and knowledge
- To apply and adhere to Council policies and procedures.
- Maintain confidentiality and follow appropriate policies and legislation

Any other appropriate duties, as requested by Management, commensurate with the grade for the post.

ESSENTIAL REQUIREMENTS FOR THIS ROLE

Qualifications/Experience:

- HNC Childhood Practice at SCQF Level 7, SVQ3 Social Services (Children and Young People) SCQF Level 7
- Any other qualification that meets the requirements for registration with SSSC at Practitioner Level
- Complete relevant Council training for the position for example, Child Protection
- First Aid at Work – or willing to work towards
- Food Hygiene – or willing to work towards
- Have a sound understanding of child development and learning through play

Disclosure Scotland:

- This role requires **PVG clearance** for regulated work with children. ELC will submit a PVG application on behalf of the preferred candidate and receipt of the subsequent PVG certificate will be **required prior to commencement**.

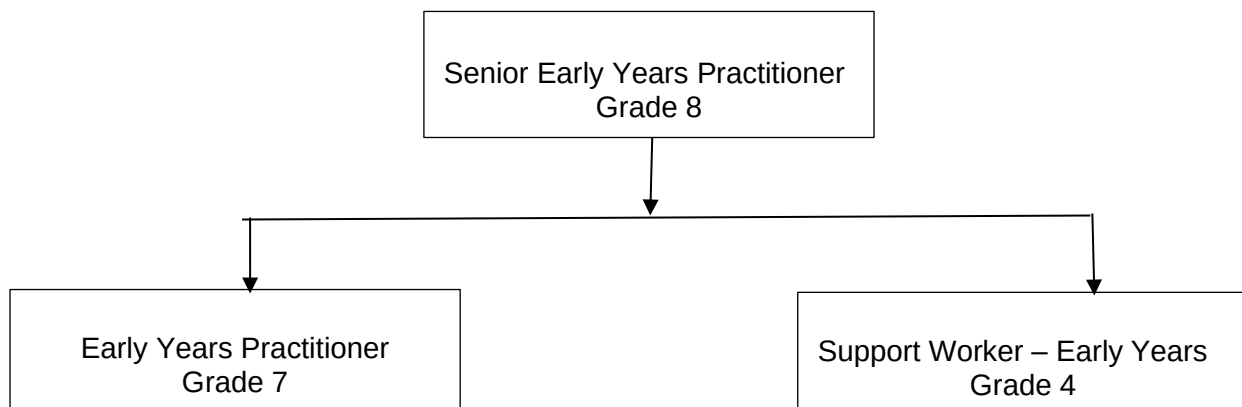
Scottish Social Services Council:

- **SSSC registration** is an **essential** requirement of this role. If you are appointed and are not already a member of the relevant section of the SSSC Register, you will be required to apply for registration **within 3 months** of your start date to ensure that you are **registered within the required 6 months**.

TEAM RESPONSIBILITIES:

- Evidence contributing to good practice.
- Show initiative in carrying out developments
- Evidence awareness of the importance of parental engagement and participation.
- Meet the standards of performance required East Lothian Council's Values and Behaviours

ORGANISATIONAL STRUCTURE:



PERSON SPECIFICATION		
Attributes	Essential	Desirable
Education, Registration & Training	Must hold an HNC/SVQ Level 3 in Childcare Learning & Development or NNEB/SNEB or equivalent qualification enabling registration with the SSSC SSSC registration is an essential requirement of this role. If you are appointed and are not already a member of the relevant section of the SSSC Register, you will be required to apply for registration within 3 months of your start date to ensure that you are registered within the required 6 months. PVG Membership (Children) is an essential requirement of this post First Aid certificate or willing to complete Child protection or willing to complete Food Hygiene or willing to complete	
Previous Experience (Paid & Voluntary Work)	Working with children in an early learning and childcare setting. Planning activities using appropriate curriculum guidance to ensure the best possible learning outcomes for young children Recording observations and planning next steps Working as part of a team. Supporting other team members with the planning of activities	

	Working with a wide range of professionals Develop high quality learning experiences to enhance learning for children.	
Knowledge/ Skills /Competencies	A comprehensive understanding of child development Knowledge and understanding of Building the Ambition, Curriculum of Excellence (early level) and GIRFEC Working knowledge of the National Care Standards and UNCRC	
Personal Qualities	Effective verbal and written communication skills. Effective organisational and time management skills. Ability to prioritise a varied and complex workload. Ability to use own initiative. Ability to work under pressure and meet deadlines. Ability to work effectively with others Ability to work flexibly as part of a team. Ability to develop effective relationships with stakeholders. Ability to work to a high degree of accuracy, paying close attention to detail. Ability to work with and explain detailed legislative information.	

	Ability to respect dignity for children when carrying out tasks of a personal nature	
Council Behaviours	We are Person Centred We Initiate and Embrace Change We Strive to be the Best we can be We make things Happen We work Together	