

JOB OUTLINE	
JOB TITLE: Senior Early Years Practitioner	JET CODE: 7218
SERVICE: Education	
DIVISION: Resources & People Services	
REPORTING TO: Head Teacher	
RESPONSIBLE FOR: Nursery Staff	
JOB PURPOSE: To work as part of and supervise on a day to day basis, a team of early learning and childcare practitioners, in delivering a high quality child centred service which supports the needs of children and families and enables each child to achieve their potential within a caring, safe and welcoming environment.	
MAIN DUTIES: <u>Planning</u> As Lead Practitioner in the nursery, in conjunction with school staff, plan, develop and implement the following: • appropriate early level curriculum, using both local and national guidance in order to develop appropriate, play-based learning experiences for all children • appropriate means of supporting the observation, recording and reporting of the development and progress of children • the evaluation of the quality of the nursery to support nursery improvement planning <u>Promoting Children's Learning</u> As Lead Practitioner in the nursery, model and promote good practice for other nursery staff in the following: • supporting the learning, development and wellbeing of children. • providing an appropriate indoor and outdoor environment with a range of interesting experiences to motivate and engage children in their learning • supporting children's development through appropriate interaction and listening, talking and responding to children in a range of learning contexts <u>Assessment and Monitoring</u> As Lead Practitioner in the nursery and in conjunction with school staff, develop a means of monitoring and evaluating the service in order to support continuous improvement by: • Overseeing the process of recording and completing observations and assessments; children's' personal learning plans and other profiles or reporting as appropriate	

- Developing a means of reporting on observations and wellbeing concerns

Development and Welfare

As Lead Practitioner in the nursery, support nursery staff in providing children with a happy, healthy and achieving experience in a safe environment through the development and modelling of the following:

- effective and appropriate interaction with children using GIRFEC principles and outcomes.
- supporting children's engagement in learning experiences appropriate to their needs.
- promoting and valuing each child and supporting their social, emotional and personal wellbeing.
- administering first aid as and when required.
- safeguarding the health, welfare and safety of children, in conjunction with other colleagues, through individual and team application of the following:
 - Relevant National Care Standards
 - Council Health & Safety Policy and procedures and guidelines.
 - Departmental Health & Safety Policy and procedures and guidelines.
 - School procedures and guidelines, particularly to ensure safe arrival and collection of children.
 - Council's Child Protection Guidelines

Liaison and Communication

As Lead Practitioner in the nursery, work in partnership with parents/carers, staff and other professionals from a variety of disciplines to ensure all children are supported and their needs met through the following:

- Providing advice and guidance to parents to ensure the best outcomes for children
- Lead team meetings with nursery staff to review progress and develop short and long term planning and produce reports for senior staff
- Liaising with and providing information for relevant agencies
- Gathering information and participating in case conferences e.g. Children's Hearings, Individual Educational Programme reviews, transitions and Record of Needs
- Create a mentoring and supportive environment for new nursery practitioners and be responsible for overseeing students in the nursery
- Liaise with other staff in the school to support children's development and transition.

Supervisory Responsibilities

Take a lead role in the nursery, to supervise nursery staff on a day to day basis and model and promote good practice through the following:

- Adherence to nursery policies and procedures
- Support the Head Teacher by contributing to staff PR&D
- Keep abreast with early years developments and initiatives and relevant policies and procedures including local and national guidance

- Actively seek opportunities to maintain own professional development and create opportunities for nursery staff in maintaining their professional knowledge
- Act as nursery representative at school and local authority meetings as required
- Maintain the ordering of resources and food for the nursery

Other

- Where required, on a voluntary basis administer prescribed medicines in accordance with Council policy, procedures and guidelines.
- Take responsibility for the suitability of materials and equipment to ensure a stimulating learning environment is maintained; order new materials and equipment where appropriate.
- Participate in professional learning as a key to improving practice
- Maintain written records prepare reports and other appropriate documentation
- Follow appropriate guidelines for cash handling

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

ESSENTIAL REQUIREMENTS FOR THIS ROLE

Qualifications/Experience:

- Must hold an HNC/SVQ Level 3 in Childcare Learning & Development or NNEB/SNEB or equivalent qualification enabling registration with the SSSC with extensive experience of working with children in an early learning and childcare setting.

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**.

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. 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.	First Aid Certificate Child Protection Certificate
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.	Team Leadership or Management Leading Learning

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	