Employment Package

Salary: £28,886 to £31,420 Per Annum, Pro Rata

Distant Islands Allowance: £2,589 Pro Rata

Weekly Working Hours: Various

Employee Benefits

- 35 days annual leave, increasing to 40 days after 5 years, inclusive of Public Holidays (pro rata)
- Local Government Pension Scheme
- Generous Maternity, Paternity and Sick pay benefits
- Comprehensive induction
- Employee Assistance Programme

Play Leader, Gaelic Medium

Western Isles Nurseries

Job Purpose

To plan a curriculum which supports and guides children's all round learning and development.

To plan and organise the play session taking into account the needs of every child.

To provide cover for the Manager as and when required.

COMHAIRLE NAN EILEAN SIAR

Job Description

Job Title:	Play Leader, Gaelic Medium	**Job Number:**	Various
Department:	Education & Children's Services	**Grade:**	F
Location:	Western Isles Nurseries	**Date:**	2026
Responsible To:	Chief Officer for Education & Children's Services; in the first instance to the Head Teacher		

Job Purpose

To plan a curriculum which supports and guides children's all round learning and development. To plan and organise the play session taking into account the needs of every child. To provide cover for the Manager as and when required.

Duties

1. Organise in conjunction with the Manager and Nursery Key Workers daily, weekly and termly play schedule taking into account each child's developmental stage.
2. In conjunction with the Manager and local authority quality assurance team, following the Curriculum for Excellence (or other relevant guidance for children under 3) plan a curriculum which supports and guides children's all round learning and development.
3. Make observations, assessments and keep records of children and play activities to ensure children's learning and development needs are met.
4. In conjunction with the Manager and local authority quality assurance team review and evaluate all aspects of planning.
5. Work in partnership with parents/carers concerning their child: encourage them to become involved in play activities. Involve them in record keeping, give feedback on their child's progress, and seek information from them on their child.
6. Provide a safe and stimulating environment ensuring adequate precautions are taken to safeguard children and minimise risks.
7. In conjunction with the Manager, review, evaluate and implement all policies and procedures as required by the Care Inspectorate. Ensure all staff and volunteers are familiar with policies and procedures.
8. Maintain and update an accurate attendance register and records of children's personal details.
9. Oversee the safe collection of children at the end of the day by an authorised adult
10. Where necessary, in conjunction with the Manager produce staff rotas.
11. In conjunction with the Manager, ensure provision is available for children with ASN.
12. Liaise with the Education and Children's Services Department staff and other agencies as and when required.
13. Work towards the qualification requirements of the Scottish Social Services Council and Continuous Professional Development.
14. Set up and clear away equipment.
15. In conjunction with the Manager, make available to any person authorised by the Scottish Government information relating to pre-school education.
16. In conjunction with the Manager, fill in and return any information as requested by the Care Inspectorate.

General Accountabilities

1. To ensure that all information received and disseminated, whether verbal, written or electronic concerning all employees, prospective employees or service users is treated in the strictest confidence and that all such information held is regulated and controlled in a similar manner in compliance with Data Protection legislation.
2. To ensure that all duties and responsibilities are performed in a safe manner so that no risk to health and safety arises to yourself, any other employee or member of the public.
3. As the Comhairle is committed to the effective management of risk, it is the responsibility of all employees to carry out their duties and responsibilities with adequate regard for Risk Management as outlined within the Comhairle's Risk Management Policy.
4. To comply with the Comhairle's Equal Opportunity Policy in Service Delivery and Employment, thereby promoting a fair and quality service to all.
5. To keep under review your own development needs. Learning needs should be discussed and determined at your annual Performance Appraisal and you will be required to undertake training as identified and as appropriate and required for the effective performance of the duties of the post.
6. Any other duties or responsibilities that may need to be allocated from time to time to ensure the efficiency of the service.

COMHAIRLE NAN EILEAN SIAR

Person Specification

THIS FORM LISTS THE ESSENTIAL AND DESIRABLE CRITERIA REQUIRED. APPLICANTS WILL BE LEETED ON THE BASIS OF MEETING THE CRITERIA. PLEASE ENSURE YOU COMPLETE YOUR APPLICATION FORM CONSIDERING THE CRITERIA BELOW.

POST TITLE: Play Leader, Gaelic Medium **POST NUMBER:** Various

CRITERIA		ESSENTIAL		DESIRABLE
Knowledge	E1	Knowledge of child development and how children learn.	D1	Understanding of the Care Inspectorate.
	E2	Knowledge and understanding of play and its importance in young children's learning and development.		
	E3	Knowledge and understanding of the Curriculum for Excellence, Pre-birth to Three, Building the Ambition, How Good is Our Early Learning & Childcare and the National Care Standards		
Skills and Abilities	E4	Able to plan, organise and participate in all play activities.	D2	Familiar with relevant national and local childcare policies.
	E5	Ability to plan and implement a curriculum through short medium and long term planning.	D3	Ability to write Gaelic.
	E6	Ability to review all practice.		
	E7	Ability to assess and record children's progress.		
	E8	Ability to communicate with children and parents/carers.		
	E9	Ability to interact with children firmly but sensitively.		
	E10	Ability to co-operate with others and demonstrate leadership skills.		
	E11	Ability to keep records and respect confidentiality.		
	E12	Basic computer literacy.		
	E13	Ability to speak and read Gaelic.		
Education and Experience	E14	Proven childcare experience working with young children and their families in an early years setting.	D4	Experience of record keeping and collecting fees.
	E15	Qualification that meets the requirements of the SSSC for practitioners. *	D5	A minimum of two-year childcare experience.
			D6	Up to date First Aid and Child Protection Certificate.
Other Factors	E16	Flexible, open caring approach.		
	E17	Good timekeeping and willingness to undergo Continuous Professional Development.		

* Please note that it is essential that on appointment, you are either registered or become registered with the Scottish Social Services Council (SSSC).