

RENFREWSHIRE COUNCIL

CHILDREN'S SERVICES

JOB OUTLINE

SERVICE:	Children's Services	SECTION:	Early Years
POST TITLE:	Early Learning and Childcare Officer	POST ID:	
GRADE:	GR5	LOCATION:	
REPORTING TO:	Head of Establishment or Nominee		

PRINCIPAL ROLE:

To work with nursery children to enable them to maximise their learning and development. To work as an effective member of a team to assist in the delivery of high quality education and care to children and their families.

Key tasks for which the post holder will be responsible:

1. To contribute to the provision of a safe, caring, healthy, secure, pleasant and stimulating nursery environment for all.
2. To communicate effectively with children, parents, staff and other professionals.
3. To contribute to and implement a relevant curriculum in line with national and local guidance
4. To plan, record in writing, implement and evaluate suitable programmes of activities for all children.
5. To observe, record in writing, assess, evaluate and report on children's progress and development in line with council policies and procedures.
6. To maintain and record children's assessment progress and complete transfer of information reports and reports to other agencies as required.
7. To respond to the specific needs of children.
8. To assist in the writing and delivery of an Individual Education Plan (IEP).
9. To liaise with and undertake joint work with relevant support agencies to meet the needs of children and their families.
10. To promote parental participation and provide support and advice as appropriate.
11. To participate in parents events as appropriate.
12. To participate in the overall development of the nursery and be involved in the evaluation and development planning process within the nursery.

13. To work with and supervise the training of students, complete reports and to act as a role model.
14. To keep up to date with early years initiatives and developments.
15. Participate in training and professional development opportunities in line with Council policy.
16. To contribute to the delivery of an effective service in line with establishment policies and procedures.
17. To be responsible for a clean and hygienic environment and comply with health and safety regulations.
18. To contribute to the organisation and management of resources.
19. To escort children as appropriate, including on council transport.
20. To comply with all Renfrewshire Council policies, national guidance and legislation relevant to the duties of the post.
21. To undertake any other tasks relevant to the duties of the post as delegated by the head of establishment.
22. To adhere to the Council's commitment to health and safety, managing absence, equal opportunities and compliance with all relevant policies.
23. To adhere to the Scottish Social Services Council's Codes of Practice.

This description is indicative of the nature and level of responsibilities associated with this job. It is not exhaustive and the job holder will be required to undertake other duties and responsibilities commensurate with the grade.