**The Highland Council Job Description**

**Service:** Education and Learning **Section:** Education

**Job Title:** Early Years Graduate

**Grade and Salary:** HC08/ Points 1-6 on Teaching Scale

**Location:** Primary School

**Responsible to:** The Head Teacher or person delegated to have management responsibility for the nursery

**Job Purpose:**

- To provide children who face the greatest disadvantages with increased access to highly qualified staff with expertise in early childhood learning and development
- To provide additional support for those children who need it most in order to close the attainment gap
- To help narrow the gap in cognitive development that opens up before children start primary school
- Develop high quality relationships and interactions with children to promote wellbeing, and extend thinking and concept development
- To contribute towards the wider programme to reduce inequality

**Key Duties and Responsibilities**

- Underpin practice throughout the nursery which is broad and balanced
- Support the effective delivery of the curriculum
- Support family learning across the nursery
- Work with parents/carers to develop strategies which help them to support their child's learning
- Support collegiate practice and teamwork across the nursery
- Support the development and implementation of plans and programmes across the nursery targeted at improving children's learning

**Other Duties:**

You may be required to perform duties, appropriate to the post, other than those given on the job specification. The particular duties and responsibilities attached to the post may also be varied without changing the general character of the duties or level of responsibility entailed. Such variations are a common occurrence and would not themselves justify reconsideration of the grading. As a result of such variations it will be necessary to update this job specification from time to time.

**Date:** 4th April 2018

**The Highland Council Person Specification**

**Service:** Care and Learning

**Job Title:** Early Years Graduate

**Location:** Primary school/Family Centre setting

**Closing Date:**

**Essential Attributes:**

1. **EXPERIENCE:**
   At least three years post practioner qualification experience of working in an early learning and childcare setting

2. **EDUCATION AND QUALIFICATIONS**
   Hold or be in final year of study of BA Childhood practice, PDA, Certificate/Diploma in Early Childhood Studies or other relevant qualification
   Current full GTCs registration in Primary Teaching
   HNC Childhood Practice at SCQF 7
   SVQ Level 3 Social Services Children and Young People at SCQF7 and prepared to study to degree level (within an agreed timescale)

3. **SKILLS/ATTRIBUTES GENERAL**
   Demonstrate the ability to manage additional responsibilities
   Demonstrate leadership qualities
   Experience in the development and implementation of plans and programmes
   Demonstrate the ability to influence others
   Good planning and organisational skills
   Ability to work as part of a team
   Good report writing skills

4. **SKILLS ATTRIBUTES SPECIFIC TO THE POST**
   Demonstrate a broad and balanced understanding of children and childhood practice
   Experience of working with children and families

Clear understanding of Curriculum for Excellence, Pre-Birth and GIRFEC as well as other national and local guidance related to early years

5. **INTERPERSONAL AND SOCIAL SKILLS**

Excellent communication and interpersonal skills

Personal qualities including- enthusiasm, commitment, approachability, innovation, reliability and understanding of the importance of confidentiality

A 'can do' approach to problem solving