



Job Outline

Post: Early Learning and Childcare Practitioner

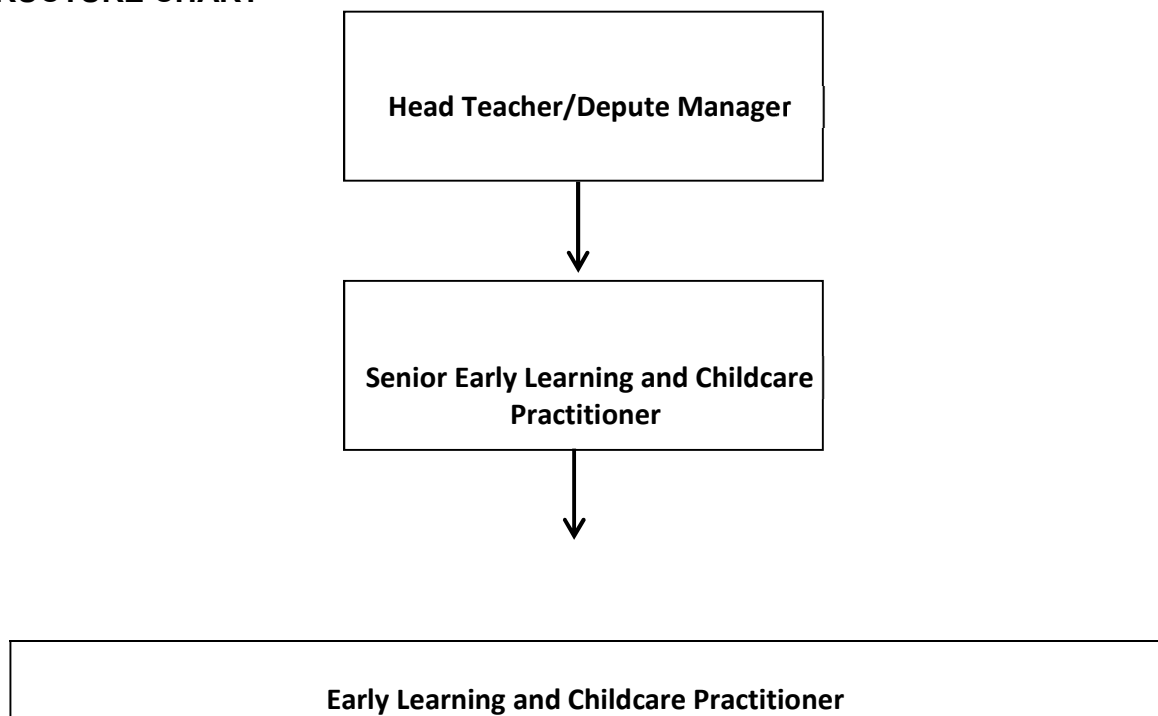
Service: Chief Executive's Office

Section: Education

Grade: G7

Job Purpose: Contribute as part of a team to the provision of a quality early learning and childcare service for children aged 0-8 years and their families and work to the principles of the national care standards for early education and childcare and abide by the Code of Practice for Social Service Workers.

STRUCTURE CHART



A. KEY DUTIES & RESPONSIBILITIES

1. Contribute to the establishment Improvement Plan.
2. Contribute both written and verbal to the planning, delivery and evaluation of appropriate programme of experiences and learning activities for children in line with national and local guidelines.
3. Respond to the individual needs of children by ensuring that experiences provided are appropriate to their interests and abilities.
4. Assist in the support and development of parental participation, meeting with parents to review children's progress as necessary.
5. Contribute to the supervision, mentoring and reporting on the performance of students/trainees on placement.
6. Attend to the personal care needs of individual children taking health and safety guidance into account.
7. Maintain written records and complete reports including assessments based on observations as appropriate.
8. Contribute to the preparation of reports for Pre School Assessment Team meetings (Pre Scat) and (Pre Sat), Case Conferences, reviews and children's hearings and attend as appropriate.
9. Contribute to the preparation and implementation of an Individual Action Plan and/or Record of Needs as appropriate.
10. Participate in the provision of extended/flexible early learning and childcare for children aged 0-8 years, as appropriate.
11. Demonstrate a flexible approach to supporting children with additional needs as required during school holidays, as appropriate.
12. Liaise with other professionals and agencies as appropriate.
13. Participate in the preparation for establishment inspections as directed by the Head of Establishment e.g. familiar with and understanding of standards to be inspected, the preparation of displays etc.
14. Attend and contribute effectively to team meetings.
15. Participate in continuous professional development as necessary.

16. Contribute to risk assessments as required in accordance with East Ayrshire Council Health and Safety Guidelines and maintain high standards of hygiene in the establishment.
17. Be aware of the Council's Policies and Education Standard Circulars
18. Undertake training programmes to assist development and meet departmental objectives.
19. Undertake a programme of continuous professional development to ensure continued registration with the Scottish Social Services Council (SSSC).

B. GENERAL RESPONSIBILITIES

20. Ensure that any materials, equipment and vehicles provided to assist in carrying out the duties of your post are properly secured in accordance with the Council's policies and procedures.
21. Participate in the East Ayrshire General Employee Review (EAGER) process annually in accordance with the Council's guidelines.
22. Promote the health and safety of employees at work and of service users through the implementation of the Council's policy on health, safety and welfare at work and departmental Health and Safety arrangements in accordance with all relevant statutory requirements.
23. Ensure that the Council's Customer First Service Commitment is followed in all dealings with the people we serve.
24. Ensure that all activities for which the post holder is responsible are delivered in accordance with the Council's Equal Opportunities Policy and its statutory and general and specific Equality Duties.

Person Specification

Designation: Early Learning and Childcare Practitioner	Post No:
Service: Chief Executives Office	Section: Education

Attributes:	Essential Criteria	Desirable
Qualifications	Qualification at Level 7 on the Scottish Credit and Qualifications Framework e.g. • HNC Early Education & Childcare • HNC Childhood Practice • SVQ level 3 Early Years Care & Education • SVQ level 3 Social Services Children & Young People to include units H5LG04 and H5LM04 or • NNEB/modular equivalent along with evidence of CPD	□ Evidence of additional qualifications e.g. HNC Supporting Learning Needs, PDA Childcare and Education, BA Childhood Studies or BA Childhood Practice.
Knowledge & Skills	• Knowledge of child development and the needs of children aged 0-3 and/or 3-5 years. • Knowledge of Pre-birth to 3, Building the Ambition, Curriculum for Excellence, the National Care Standards, Child at the Centre and the SSSC Code of Practice. • Good communication skills both written and verbal. • Evidence of participation in Improvement Planning and self- evaluation	• High level of commitment. • Awareness of local and national early years strategies and policies. • Experience of completing child assessments. • Evidence of involvement with parents and other professionals. • Ability to show initiative in carrying out developments.

Experience	☐ Working with children aged 0-5 years or 3-5 years in an early learning	☐ Evidence of ability to articulate and demonstrate good practice.
	and childcare years setting.	☐ Experience of inspection processes.
Employees are the FACE of East Ayrshire and are expected to demonstrate our FACE qualities and behaviours		
Quality	Behaviour	
Flexible	• Have an open mind and look for better ways of doing things. • Embrace new technologies to improve services for the people we serve. • Welcome opportunities to learn and grow.	
Approachable	• Develop positive and productive relationships with everyone. • Listen, notice, respond and engage. • Manage our reactions and think about how our behaviour affects others.	
Caring	• Embrace working in a team and working with others. • Take pride in your role, serving our community and strive to be the best we can be. • Be kind to others and to ourselves.	
Empowered	• Have the courage to try new things. • Work with others to find the best solutions. • Help everyone to realise their full potential.	