Early Learning and Childcare Manager

Location as per advert

At a glance:

Grade: I/J
Salary: As per advert
Allowances:

- Distant Islands Allowance

Job Purpose:

Your work will include leading and managing the effective delivery of a high-quality Early Learning and Childcare Service at [location] for children aged 2-5 and their families.

For application support contact **hrsupport@orkney.gov.uk** or call **01856 873535 ext.2250**

Benefits and Support

34 days annual leave, increasing to 39 days over 5 years, inclusive of Public Holidays (pro-rata)	Supported to work and earn whilst achieving qualification
Local Government Pension Scheme	Maternity, Paternity and Sick Pay
Comprehensive induction process	Employee Assistance Programme

Main Duties and Responsibilities

Be the Registered Manager of the Early Learning and Childcare provision, in terms of Scottish Social Service Council (SSSC) and Care Inspectorate registration.
Responsibility for the day-to-day operation of the nursery in order to provide high quality Early Learning and Childcare for young children and their families.
Leadership and strategic direction and act as the first point of contact for the setting.
Promoting the Rights of the Child, and valuing each child as rich in potential, strong, powerful and competent in their own right.
Advocating for every child and supporting their welfare and personal, social and emotional wellbeing.
Developing a caring and exciting learning community that values children, their families and the wider community.
Leading, line managing and motivating the staff team to ensure an effective and dynamic service.
Leading and developing the planning, delivery and evaluation of learning, in line with local and national guidelines and policy.
Leading the team in providing a welcoming, stimulating and engaging learning environment, inside and outside, that nurtures children’s development.
Ensuring that the setting makes good use of assessment to track children’s progress, and to plan for next steps in learning and to model good practice.
Planning for effective transitions as children enter and leave nursery or access blended provision, including developing strong partnerships with other settings and schools.
Supporting families and developing a range of strategies to support the involvement of parents and families and the wider community in the life and work of the setting.
Maintaining all necessary records relating to work of the setting and responding promptly to requests for information by the Education Service and other relevant bodies.
Leading self-evaluation and setting improvement planning with staff, children, families and the wider community.
Meeting the needs of all children by using Getting It Right for Every Child principles and practice and lead the staff team in embedding this.
Developing and maintaining collaborative partnerships with other professionals and agencies

Being involved in a leadership role within and out with the setting, including contributing to the development of the Service by taking part in working groups, leading Early Years initiative and taking part in strategic planning within the wider Early Years Service.
Acting as child protection coordinator for the setting and ensuring that child protection procedures are followed and that all staff are appropriately aware and informed about these procedures.
Ensuring risk assessments and risk benefit assessments have been undertaken and being responsible for health and safety in the nursery.

Responsibilities for All

Embody the Council Values of Accountable, Reliable, Considerate and Collaborative.	Participate in team meetings, 1 to 1s, supervision and good conversations process
Handle all information in confidence and in line with Data Protection requirements	Comply with the Council Employee Code of Conduct
Work safely to prevent risk to yourself and others	Comply with relevant professional body codes of practice/conduct
Ensure Equality, Diversity and Inclusion	Any other duties appropriate to your grade
Undertake mandatory and relevant training and development	Where required Support the Council's emergency response

Skills and Requirements

Must have

For appointment at grade I: Hold qualification that meets the requirements of the SSSC as a Practitioner in a Day Care of Children Service (minimum of HNC or SVQ3), and the requirement to achieve a relevant qualification, to meet SSSC criteria as a Manager/Lead Practitioner in a Day Care of Children Service, within 3 years of taking up post.
For appointment at grade J: Degree in Childhood Practice or other relevant qualification to meet the SSSC criteria as a Manager/Lead Practitioner in a Day Care of Children Service. Commitment to personal and professional development.
Apply to register with the SSSC as a manager in a daycare of children services within 3 months of starting in post.
Substantial, relevant experience in Early Learning and Childcare settings
Experience of implementing and leading high quality learning experiences for young children
Experience of developing stimulating and nurturing learning environments
Experience of supporting other practitioners and developing practice
Experience of supporting and working in partnership with families, other agencies and communities

Experience of leading self-evaluation within settings to drive improvement
Experience of leading and managing a project, team or aspect of development
Knowledge of current legislation and national and local policy relating to Early Learning and Childcare
Knowledge and understanding of meeting children's wellbeing needs and the process and practice of Getting it Right for Every Child

Requirements of the Role

Disclosure/PVG:	PVG Children	Convictions to Declare:	All
Politically Restricted Post:	No	Sponsorship:	Possibly
Work Additional Hours:	No	Term Time Post:	No