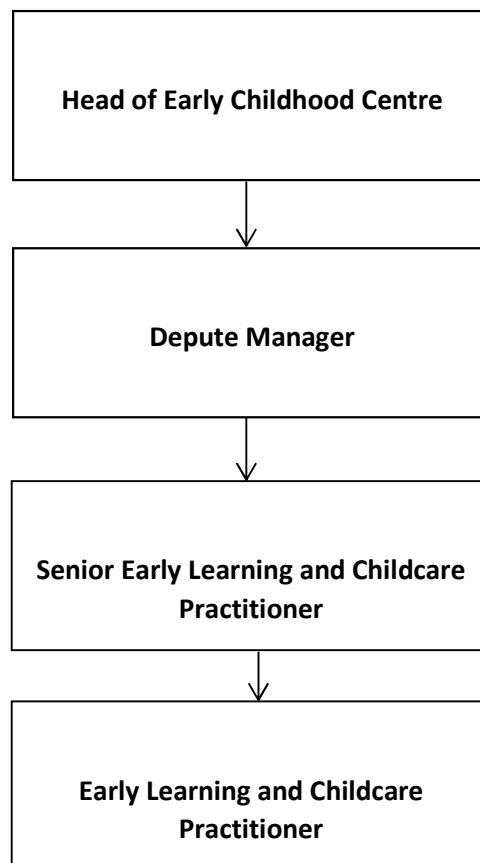




Job Outline

Post:	Head of Early Childhood Centre
Service:	Chief Executives Office
Section:	Education/Early Years
Grade:	G13
Job Purpose:	Effectively manage early learning and childcare for children 0-8 years and their families and support the better integration of universal services within a specified locality in order to assist with the promotion, delivery and integration of the Council's key objectives; specifically in relation to the Community Plan, Shared commitments, Single Outcome Agreement and Best Value.

STRUCTURE CHART



A. KEY DUTIES & RESPONSIBILITIES

1. Ensure the provision of a quality early education and childcare service for children 0-8 years and their families within a best value framework.
2. Lead on the development of Early Childhood Networks within a specific locality.
3. Within the framework of the Council's corporate strategies and policies of the Department of Educational and Social Services, formulate clear aims and policies for the establishment and ensure the communication and implementation of these aims and policies to all staff, parents and other users of the establishment.
4. Develop a professional service that delivers effective assessment; early intervention and prevention.
5. Promote the professional development and welfare of staff both collectively and individually.
6. Ensure the principles of the national care standards for early education and childcare and the Code of Practice for Social Services Workers are embedded into the practices of the Early Childhood Centre.
7. Ensure that appropriate arrangements are made for the management of the establishment budget and other establishment finances, including agreed procedures to account for these including Standard Circular 23.
8. Ensure that procedures are in place to guide the requisitioning, use and protection of all resources, including materials, equipment and accommodation.
9. Formulate, implement, monitor and evaluate establishment policies in consultation with staff.
10. Manage and develop the planning, delivery and evaluation of appropriate programmes of experiences learning activities and childcare for children in line with national and local guidelines.
11. Develop, monitor, implement and evaluate the annual improvement plan in consultation with staff.
12. Review the service on annual basis through the production of a Quality and Standards report.
13. Prepare for the Centre's annual inspection and direct staff as appropriate.
14. Prepare reports for Pre Scat Assessment Team Meetings (Pre Scat) and (Pre Sat), Case Conferences, Reviews and Children's Hearings and attend if required.
15. Plan, convene and chair the Pre Sat meeting and Reviews, as appropriate.
16. Effectively prepare and monitor the implementation of Individual Action Plans (IAP).
17. Establish effective channels of communication among all staff, users of the establishment and other agencies.

18. Consulting and communicating with the parents/carers about the affairs of the establishment and the progress of their children, in particular by arranging regular meetings between parents and staff to assist such communication and in the production of an establishment handbook.
19. Report to the Department, matters affecting the Centre, in particular, alerting the Department and keeping it informed on matters of a non routine nature.
20. Maintaining all necessary records relating to the life and work of the Centre and responding timeously to requests for information by the Department or other bodies to which there is a duty to respond e.g. Care Inspectorate.
21. Liaise with relevant services e.g. Social Work, Health, Schools, Colleges, Supporting Vibrant Communities Services with a view to achieving the best outcomes for children.
22. Be a member and participate in the work of the local Learning Community.
23. Ensure the work of the Centre is linked to the wider community in relation to capacity building.
24. Contribute to the development of early childhood services by participating in working groups.
25. Implement relevant conditions of service, disciplinary, grievance, absence monitoring and other matters of a contractual nature.
26. Assist the authority to ensure that buildings are properly maintained.

B. GENERAL RESPONSIBILITIES

27. Contribute to the development of relevant policies, procedures and strategies relating to the area of responsibility and ensure effective and efficient implementation.
28. Ensure the effective management of all employees within the service in accordance with the Council's human resources policies.
29. Manage effectively all resources such as buildings, equipment and other assets.
30. Manage the service's finances and budgets effectively in accordance with the Council's Financial Regulations to ensure the most cost-effective delivery of services.
31. Develop, utilise and maintain effective information and administrative systems.
32. 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, leading by example.

33. Maintain an up-to-date knowledge of best practice within areas of functional responsibility and ensure compliance with all relevant legislation.
34. Ensure that the Early Years services are provided within a Best Value/quality framework and that performance is regularly monitored and continuous improvement achieved.
35. Ensure that all activities for which the post holder is responsible are delivered in accordance with the Council's Equality and Diversity Policies and the statutory and general and specific Equality Duties.
36. Attend and where appropriate report to the Council, Cabinet, Committees, Sub-Committees and working groups etc on the area of Early Years.
37. Develop and foster good working relationships including liaising with Elected Members, employees, external bodies and agencies.
38. Represent the department at appropriate external events and meetings in accordance with the remit and status of the post.
39. Support Early Years in the management of the service and deputise as required.
40. Participate in the East Ayrshire FACE Time process annually in accordance with the Council's procedures.

Person Specification

Designation: Head of Early Childhood Centre	Post No:
Service: Chief Executives Office	Section: Education

Attributes:	Essential Criteria	Desirable
Qualifications	Professional qualification or working towards a qualification that meets the requirements of the Scottish Social Services Council (SSSC) criteria in early education and childcare at a Lead Practitioner/Manager level i.e BA Childhood Practice or BEd with an additional qualification in early years education	- Committed to personal and professional development. - Evidence of further training, study or professional development.
Knowledge & Skills	- Extensive knowledge of childcare 0-8 yrs, early education and working with vulnerable children and families. - Knowledge and understanding of curricular development. A high standard of written and presentation skills. - Ability to lead/ work in a team. - Ability to form and develop professional relationships within a range of contexts. - Knowledge of the national care standards, Child at the Centre. - Ability to undertake risk assessments.	- Knowledge and awareness of current relevant legislation and procedural compliance. - Demonstrates the ability to support the establishment of effective partnerships with the local and wider community. - Evidence of successful involvement with other agencies. - Evidence of good management skills e.g. ability to make decisions, organise and plan effectively, inspire, motivate, support, direct and develop others.
Experience	Substantial and relevant experience in a promoted post in the field	Successful management experience.

	of early education and childcare. Experience of improvement and curricular planning, self – evaluation, writing reports, working to tight deadlines. • Proven experience in multidisciplinary working. • Experience of working with vulnerable children and families.	• Evidence of contributing to or leading staff development
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.	