

FALKIRK COUNCIL



Job Profile

Job Title:	Senior Early Years Officer
Reporting to:	Head Teacher /Head of Centre
Responsible for Line Management of:	Early Years Officers
Your Job is to:	You will work as a member of a team to deliver early learning and childcare to meet the needs of all children and partners using the service, and develop a purposeful relationship with colleagues/parents/carers to ensure improved outcomes for all service users.
Grade:	G
What you will do :	
Job specific tasks	
1. Plan and implement suitable experiences for all children to enable learning through play and developmentally appropriate learning experiences. 2. Ensure all children are happy, healthy and achieving to their full potential within a safe and nurturing environment. 3. Observe, record and assess, through interaction, the individual needs and development of all children 4. Actively participate in issues related to improvement planning, raising attainment and achievement and professional development reviews 5. Provide advice and guidance to parents/carers to ensure the best outcome for their child 6. Implement child protection procedures and support children and families through crisis 7. Develop the Early Years curriculum which aligns to national and local policy and guidance 8. Work in partnership with parents/carers, staff and other professionals from a variety of disciplines 9. Monitor and evaluate the quality of the service being provided to contribute to the nursery's improvement planning 10. Participate in a range of meetings relevant to individual children and Early Years Officers on the organisation and development of the nursery	
Job demands	
1. You will be based in a school ELC Class/ELC Centre 2. You will be required to plan and organise your own workload	

3. You will have excellent written and verbal communication skills
4. You will provide a front-line service to council customers
5. You will be required to work as part of a team
6. You will require to maintain confidentiality at all times

Person Profile

Essential Education & Professional Qualifications	Ideally you will have	How we assess this
- Gain/maintain Scottish Social Services Council (SSSC) membership - Gain/maintain PVG scheme membership - NNEB, SNEB, HNC or SVQ Level 3 in Education and Childcare (or equivalent)		Application Form
Essential Skills, Knowledge & Experience	Ideally you will have	How we assess this
- PVG membership for working with Children - Following national/local guidance - Experience working with Children (age 0-5) - Experience of multi-disciplinary/partnership working - Knowledge and understanding of the principles/practice guidance relating to Pre-Birth to Three/Curriculum for Excellence/How Good is our Early Learning and Childcare (HGIOELC), Building the Ambition and other relevant material, using the principles of Getting It Right For Every Child (GIRFEC) - Relevant experience is required	- Gaelic language skills - You will require problem solving skills - You will require report writing skills - Moving and Handling experience - You will have experience in managing a single team	PVG Checks Interview Application Form
Falkirk Council Values & Behaviours		How we assess this
Demonstrates behaviours which are consistent with Falkirk Council Values (Responsive, Innovative, Trusted , Ambitious)		

