

Early Years Support Worker

Work location as per advert

At a glance:

Grade: D/E

Salary: As per advert

Allowances:

- Distant Islands Allowance

Job Purpose:

Your work will include supporting the nursery team to deliver a high quality inclusive Early Learning and Childcare service which meets the needs of and promotes the development of young children.

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

Promote and uphold the Rights of the Child, and value each child as rich in potential, strong, powerful and competent in their own right

Advocate for every child and support their welfare including personal, social and emotional wellbeing

Support the creation of a warm, caring ethos in which each child feels secure, respected and valued and where children are encouraged and supported to develop intrinsic motivation, self-confidence and respect for others

Contribute to developing a stimulating learning environment

Establish positive relationships with children, young people, colleagues and parents and carers

Interact with children to develop their confidence and promote children's development

Gather observations, and use these to support the team to reflect on each child's development

Feedback to team meetings and work with colleagues to plan for each child's progress and where appropriate, contribute to their learning profile

Prepare materials and resources to support individual children's development, for example, visual timetables, using a range of computer packages including Microsoft Office.

Engage with Early Years Staged Intervention Processes and where appropriate, to contribute to and assist in the delivery of Care Plans and Child Plans

Under the direction of the team work directly with parents and families in supporting their child's early learning

Attend to the need for comfort and care of young children when distressed, ill or hurt and where appropriate complete records according to nursery, school and Council policy.

Support children with personal care tasks, including toileting, nappy changing, dressing and feeding and to look on these as a learning opportunity to support children's skill development

Be responsible for the preparation and serving of snacks, involving the children in the process and seeing these times of the day as part of the learning process.

Maintain good infection control procedures.

Participate in activities that support the evaluation of the setting's work

Participate in training and professional development, review and personal reflection, including sharing practice with colleagues in other settings

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

To appointment at Grade D:

A good standard of literacy and numeracy

and a willingness to achieve an NC in Childhood Practice, SVQ Level 2 (SCQF6) Social Services (Children and Young People), or other recognised qualification which enables registration with the SSSC, as a Support Worker (Day Care of Children) within 3 years of taking up post.

Experience of playing with or working with young children.

To be appointed at or progress to Grade E:

Hold an NC in Childhood Practice, SVQ Level 2 (SCQF6) Social Services (Children and Young People), or other recognised qualification which enables registration with the SSSC, as a Support Worker (Day Care of Children).

Registration with the SSSC as a Support Worker (Day Care of Children) within 3 months of appointment

Experience of playing with or working with young children.

Experience of developing warm respectful relationships with children and adults.

An understanding of the needs of young children and the ability to respond to them appropriately.

Ability to work as part of a team and contribute to team effectiveness and performance.

Requirements of the Role

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

