



COMHAIRLE NAN EILEAN SIAR

JOB DESCRIPTION

Job Title:	Apprentice Childcare (Gaelic)	Job Number:	Various
Department:	Education & Children's Services	Grade:	SLGLW
Location:	Western Isles Nurseries	Date:	2026
Responsible To:	Chief Office for Education & Children's Services; in the first instance to the Head Teacher		

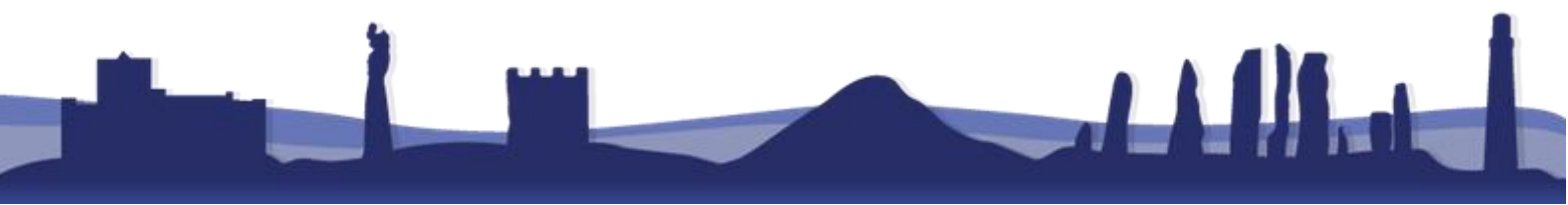
Job Purpose

With support, to plan a curriculum, which supports and guides children's all-round learning and development.

With support, to plan and organise the play session, through the medium of Gaelic, taking into account the needs of every child.

Duties

1. With support from the manager, the Early Years Support Officer and/or other play staff organise daily, weekly and monthly play schedule through the medium of Gaelic.
2. With support from the manager, Early Years Support Officer ensure team plan support children's all-round learning and development.
3. With support make observations and keep records of children and play activities.
4. With support make assessments to ensure children's learning and development needs are met.
5. In conjunction with the manager and local authority ensure team reviews and evaluations capture all aspects of planning.
6. With support work in partnership with parents/carers concerning their child: encourage them to become involved in suggesting play activities, give feedback on their child's progress, and seek information from them on their child.
7. With guidance provide a safe and stimulating environment ensuring adequate precautions are taken to safeguard children and minimise risks.
8. Assist in the maintenance and updating of attendance register and records of children's personal details.
9. Work within nursery policies and procedures.
10. Assist in the safe collection of children at the end of the day/session by an authorised adult.
11. In conjunction with the manager, ensure provision is available for children with Additional Support Needs.
12. Participate in a training programme to work towards the qualification requirements of the Scottish Social Service Council and Continuous Professional Development.
13. Set up and clear away equipment.



General Accountabilities

1. To ensure that all information received and disseminated, whether verbal, written or electronic concerning all employees, prospective employees or service users is treated in the strictest confidence and that all such information held is regulated and controlled in a similar manner in compliance with Data Protection legislation.
2. To ensure compliance with Standing Orders and Financial Regulations of the Comhairle.
3. To ensure that all duties and responsibilities are performed in a safe manner so that no risk to health and safety arises to yourself, any other employee or member of the public.
4. As the Comhairle is committed to the effective management of risk, it is the responsibility of all employees to carry out their duties and responsibilities with adequate regard for Risk Management as outlined within the Comhairle's Risk Management Policy.
5. To comply with the Comhairle's Equal Opportunity Policy in Service Delivery and Employment, thereby promoting a fair and quality service to all.
6. To keep under review your own development needs. Learning needs should be discussed and determined at your annual Performance Appraisal and you will be required to undertake training as identified and as appropriate and required for the effective performance of the duties of the post.
7. Any other duties or responsibilities that may need to be allocated from time to time to ensure the efficiency of the service.





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PERSON SPECIFICATION

This form lists the essential and desirable criteria required. Applicants will be leeted on the basis of meeting the criteria. Please ensure you complete your application form considering the criteria below.

Job Title: Apprentice – Childcare (Gaelic Medium)

Job Number: Various

CRITERIA	ESSENTIAL	DESIRABLE
Knowledge	E1. Knowledge of child development and how children learn. E2. Knowledge and understanding of play and its importance in young children’s learning and development. E3. Willingness to obtain a knowledge and understanding of Curriculum for Excellence, Pre-Birth to three, the Child at the Centre and the Care Standards.	D1. Understanding of the Care Inspectorate.
Skills and Abilities	E4. With support able to plan, organise and participate in all play activities. E5. With support review all practice. E6. Ability to communicate with children and parents/carers. E7. Ability to interact with children firmly but sensitively. E8. Ability to co-operate with others and work as part of a team. E9. Ability to keep records and respect confidentiality. E10. Basic computer literacy. E11. Ability to speak and read Gaelic.	D2. Familiar with relevant national and local childcare policies.
Education and Experience	E12. National 4 Numeracy and English OR Foundation Apprenticeship Children & Young People. E13. Willing to work towards a qualification that meets the requirements of the SSSC for practitioners.	D3. Willing to undertake First Aid and Child Protection Certificate. D4. Qualification in Health and Social Care.
Other Factors	E14. Flexible, open caring approach.	CONTINUE ON NEXT PAGE

	E15. Good timekeeping and willing to undertake Continuous Professional Development.	
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