

1. JOB IDENTIFICATION

Post Title: Senior Early Years Practitioner

Accountable to: Nursery Manager (Head of Centre)

Responsible to: Nursery Manager (Head of Centre)

Salary: £34,615 Per Annum

Main Base: Cumbernauld Campus

2. PRINCIPAL JOB PURPOSE

To ensure high quality practices in the provision of childcare in New College Lanarkshire, Cumbernauld Campus Nursery and to undertake a key role in the operational planning and management process.

3. MAIN DUTIES AND RESPONSIBILITIES

- 3.1** To be responsible for team management, developing a working environment which supports mutual trust, respect and understanding, where staff are supported and clear on the ethos, vision and direction of the nursery.
- 3.2** To support the staff team to ensure the internal and external environments are innovative and inspiring to support and maintain effective learning.
- 3.3** To ensure that clear audit and self-evaluative practices and processes are maintained, recorded and firmly in place leading to continuous improvement throughout the Nursery environment in preparation for Care Inspectorate processes.
- 3.4** To assist the Manager in the day to day running of the Nursery, welcoming parents and children, maintaining staff/children ratios and taking overall responsibility when the Manager is out of the building, including when Manager is on Annual Leave.
- 3.5** To develop a working knowledge of the Nursery Admissions Management System (NAMS) and take an active role in the child recruitment process.

- 3.6** To liaise with the Manager and engage with designated staff to ensure weekly curriculum planning, development and professional dialogue which supports, maintains and encourages the progress of children's individual needs, development and parental knowledge and understanding.
- 3.7** To observe, plan, monitor and evaluate programmes of activities with staff to aid children's all-round development.
- 3.8** To assist the Manager in implementing and monitoring of Nursery aims, policies and procedures in accordance with Care Inspectorate regulations and standards.
- 3.9** To support the Manager to ensure staff have relevant updates and links to new pedagogies or strategies that they should research to support their knowledge and understanding and continued professional development.
- 3.10** To liaise with Estates staff to ensure the Nursery buildings and outdoor play areas are safe and secure at all times.
- 3.11** To assist the Manager in the mentoring and training of students on work experience placement, providing feedback as and when necessary.
- 3.12** To assist in the acquisition of resources and maintaining their quality through safe handling, use and storage.
- 3.13** To ensure that all relevant and required resources, materials and services are ordered, receipted and recorded within budget records.
- 3.14** To ensure that all daily home link, sign-in sheets, registers and rotas are maintained, collated and filed.
- 3.15** To assist the Manager in the maintenance, monitoring and self-evaluation of staff individual planning and record keeping, recorded and clearly noting support, recommendations and progress.
- 3.16** To fulfil the Health & Safety responsibilities specific to your role as set out in the College Health & Safety Policy and Nursery procedures and assist in the achievement of compliance with statutory provision and Health & Safety objectives. Further, you are required to take all reasonable care for yourself and others, undertaking training relevant to your position; participate in Health & Safety initiatives and make full and proper use of any control measures provided to reduce or eliminate risks to health, safety and welfare.

4. ADDITIONAL RESPONSIBILITIES

The postholder will be required to follow all College policies and procedures at all times and take account of College guidance. The post holder will deputise for the Nursery Manager (Head of Centre) where necessary.

The above list is not exhaustive and is only indicative of the duties and responsibilities of the postholder. Job descriptions may be reviewed and amended in order to meet changing organisational needs and objectives.

5. WORKING ENVIRONMENT

Physical

- The post is nursery based but will require occasional travel between campuses and to attend external meetings.
- Keyboard skills required for production of paperwork, reports and e-communication.

Mental

- Dealing with significant and complex issues;
- Frequent interruptions to work which require work priorities to be reviewed.

Emotional

- Balancing a range of strategic, planning and operational responsibilities.
- Dealing with periods of high workload
- Maintaining measured and professional attitude and approach at all times
- Commitment to the wellbeing of staff and students.

7. HEALTH AND SAFETY STATEMENT

As a member of staff of New College Lanarkshire, you will fulfil the health and safety responsibilities specific to your role as set out in the Health and Safety Policy to support the College vision and aims. You will assist in the achievement of compliance with statutory provisions and Health and Safety Policy objectives. You are required to take all reasonable care for yourself and others, undertake any training relevant to your position, participate in Health and Safety initiatives and make full and proper use of any control measures provided to reduce or eliminate risks to Health and Safety.

PERSONAL SPECIFICATION

Senior Early Years Practitioner

Education and Training

- Must hold a relevant practitioner qualification recognised by the Scottish Social Services Council
- Must hold or be working towards a qualification (SCQF Level 9) which allows you to be registered as a Manager/Lead Practitioner with the Scottish Social Services Council
- Must have the skills and experience to assist in the day to day running and management of the nursery and to take overall responsibility when necessary
- Membership of PVG scheme required

Knowledge & Experience

(Evidence will be sought from application form and by interview questions)

- Excellent knowledge of child development
- Knowledge of Curriculum for Excellence
- Knowledge of 'Realising the Ambition' national document
- Knowledge of Children's Rights
- Knowledge of the Inspection Process as carried out by the Scottish Care Inspectorate
- Knowledge, understanding and respect for the central role of parents/carers in the lives of young children
- Experience of working as part of an Early Years Team
- Experience of leading a team within an Early Years setting
- Experience of monitoring and evaluating practice and children's records
- Experience of working with other agencies to promote positive outcomes for children

Skills

(Evidence will be sought as part of the interview process)

- Excellent communication skills with children and adults
- Effective team leader
- Good written communication skills
- Effective organisation skills
- Ability to work under pressure
- Good leadership skills and staff management capability