Aberdeenshire COUNCIL

April 2024

1. JOB IDENTITY

Post Title:	Early Years Senior Practitioner	**Service:**	Education & Children's Services
Section:	Early Years	**Grade:**	Support Leader L
Reports to:	Head Teacher / Deputy Head Teacher		

2. JOB PURPOSE

- To provide effective day to day operational leadership and management of the nursery setting for the benefit of children, families and the wider community. To promote and develop the nursery and family nurture services to ensure the highest quality of provision for children and families.

There is a responsibility for the post holder to demonstrate a commitment to quality service delivery through continuous improvement for the benefit of the Service and the organisation

3. CORE RESPONSIBILITIES / DUTIES

- Lead a staff team in all matters relating to service delivery and to take responsibility for the recruitment, selection, induction and management of staff.
- Provide day to day monitoring of resources and budgets as agreed with the Head Teacher, including the maximisation of setting capacity.
- Involve parents/carers in their child's learning, and to take a lead on delivering family nurture and other learning opportunities for those accessing the setting in order to secure positive outcomes for children.
- Ensure compliance with Council policy and procedures, including health and safety.
- Manage all aspects of care and wellbeing, which meets the needs of the individual child in line with the Council's Policies, including Child Protection and the principles of Getting It Right for Every Child (GIRFEC). To work with social work, health professionals and other relevant staff to put in place packages of support for children and their families. To lead self-evaluation and implement agreed improvements within early learning and childcare and out of school care.
- Develop and maintain effective links with the local primary schools, other early years establishments and partner providers in order to make best use of available childcare resources.
- Contribute to the work of the authority as required.

4. QUALIFICATIONS AND TRAINING

Essential:

- Degree qualification in education, childcare, social work or equivalent experience.
- The postholder will require to meet criteria to register with SSSC within 3 months of appointment or GTCS as Manager.
- Evidence of continued professional development.

Desirable:

- Appropriate management qualification.
- Experience of leading family nurture approaches.

5. EXPERIENCE

Essential:

- Significant experience of working in a senior role within an early learning and childcare establishment.
- Significant experience of improvement and curricular planning, self-evaluation andsharing information.
- Significant experience of consulting and communicating with parents and other agencies.
- Significant experience of childrens' progress beingmonitored, recorded and reported to parents/carers.
- Experience of working with vulnerable children and their families, including those with additional support needs
- Experience of working to tight and often conflicting deadlines and securing positive outcomes

Desirable:

- Experience in working within an out of school care provision/playwork.
- Leading innovation and carrying out development work benefiting the life of the setting, children and parents/carers.
- Evidence of partnership working

6. KNOWLEDGE AND SKILLS	
Essential:	• Knowledge of statutory requirements and legislation eg Child Protection, GIRFEC, National Care Standards as applicable to Early Years and Out of School Care settings. • Excellent communication and organisational skills. • Ability to use self-evaluation to lead improvement and to ensure services and working practices remain efficient and effective. • Ability to lead, motivate and encourage • Excellent problem solving and interpersonal skills. • Demonstrable and effective written and verbal communication. • Extensive knowledge of Curriculum for Excellence from an Early Years perspective. • Ability to deal with confidential and sensitive matters in an appropriate manner • Self-motivated team player with a positive approach with ability to work under pressure • Proficient ability to use a range of ICT packages

7. ADDITIONAL REQUIREMENTS	
Driving Compliance	Authorised Car User It is a material condition of employment for this post that the employee holds a current full driving licence and has a car available, whenever required, in order to undertake the full range of duties of the post. As such, the post is designated as an authorised car user and will be entitled to receive mileage payments. The employee will also be required to produce their licence, on request, at periodic intervals. Should the employee's driving licence be withdrawn, for whatever reason, it may be necessary to terminate the employee's appointment.
Politically Restricted	Not applicable to this post