south AYRSHIRE COUNCIL
Comhairle Siorrachd Àir a Deas
Making a Difference Every Day

Job Description

Job Title
Early Years Practitioner

Level
6

Service
Early Years and Childcare

Job Purpose

- To work as an effective member of an Early Years team assisting in the delivery of a flexible, high quality learning and childcare which meets the needs of young children and their families.
- To apply and adhere to council policies and procedures and ensure adherence to relevant legislation, external policy and safe practices.
- Continually monitor and evaluate practices to ensure quality service provision and service improvement.
- Contribute to service improvement to ensure a best value, customer focused approach to service delivery.
- Responsible for ensuring information and advice is communicated in a clear, concise and accurate manner through written and verbal communication

Date: 6 August 2021



Post Responsibilities:

- Contribute to planning, organising, delivering and evaluating appropriate stimulating programmes of experience for children addressing the key areas of the national curriculum guidelines.
- Participate in long and short term planning, delivering and evaluating appropriate programmes of activities.
- Assess children both formally and informally using information from observation and assessment to promote and extend learning and teaching.
- Respond to the needs of children by ensuring that the experiences provided are relevant and appropriate to their interests, aptitudes, abilities and stages of development
- Interact effectively and appropriately with children in order to enhance and promote their learning and development.
- Collect and display evidence of children's learning in compliance with good practice and relevant legislation.
- Contribute to the preparation and completion of transition reports, profiles of evidence, individual action plans and developmental milestones.
- Report to parents on their child's development and learning
- Assist in the provision of a smooth transition for children at key transition points.
- Assist in the preparation of reports for pre Team Around the Child (TAC) meetings and early years forum.
- Carry out duties consistent with the post as may be required your Line Manager.

Resource Organisation

- Assist in the organisation, maintenance, sourcing and purchasing of resources, to promote equality and independent learning.
- Assist in the setting up of displays of children's work and interest tables which are changed on a regular basis.
- Undertake administrative duties related to outings, events and record keeping.

Care Routines

- Observe and implement relevant Health and Social Care Standards
- Contribute to and implement risk assessments
- Carry out all care routines including toilet training, hand washing and dental hygiene
- Adhere to South Ayrshire Council's Food Handling guidelines
- Prepare and provide healthy snacks for children
- Support nurturing quality lunch experiences for children
- Clean resources and sterilise equipment as appropriate to maintain hygiene standards
- Carry out the administration of medicines (voluntary) in line with South Ayrshire Council's guidelines.

Professional Development

- Actively participate in Professional Development and Review
- Take part in CLPL opportunities

- Contribute to team meetings
- Contribute to the training and mentoring of students and MA's on work placement.

Possession of:

- HNC Childhood Practice at SCQF Level 7, SVQ3 Social Services (Children and Young People) SCQF Level 7;
- Any other qualification that meets the requirements for registration with SSSC at Practitioner Level.

Substantiated ability to:

- Evidence contributing to good practice;
- Show initiative in carrying out developments;
- Evidence awareness of the importance of parental engagement and participation;
- Ability to meet SSSC registration requirements
- Meet the standards required under the Values and Behaviours of South Ayrshire Council.

Demonstrable experience of:

- understanding of relevant theory, pedagogy underpinned by relevant experience in working with children in an early years setting;
- Flexibility in approach, ability to form excellent working relationships;
- Ability to work in a team.

In terms of the Protection of Vulnerable Groups (Scotland) Act 2007, this post is designated as Regulated Work. Consequently, in order to undertake the duties of this post, you must hold Membership of the Protecting Vulnerable Groups (PVG) Scheme.

If you are charged with any offence, or are involved in any activity which may have implications For your membership of the PVG Scheme, you must immediately notify your Line Manager.