Aberdeenshire COUNCIL **Job Profile**

April 2024

1. JOB IDENTITY			
Post Title:	Early Years Lead Practitioner	**Service:**	Education & Children's Services
Section:	Early Learning & Childcare	**Grade:**	Practitioner J
Reports to	Early Years Senior Practitioner		

2. JOB PURPOSE

- Lead the delivery of Early Learning and Childcare, which meets the needs of the individual child, using local and national policies, guidelines and procedures, through collaborative and collegiate working

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

- Contribute to planning curricular programmes with the school management team
- Responsible for implementing curricular programmes
- Support the school management team and Early Years staff to deliver a flexible, high quality, stimulating education and care-centred service designed to meet the needs of young children and their families and take a lead role in the assessment and reporting of children's progress
- Assess the needs of children and families who use the service, plan work to be undertaken and identify priorities and where appropriate work in partnership with external agencies
- Supervise the team's work through allocation of tasks and providing direction, coaching and support to Early Years Practitioners
- Maintain cleanliness and hygiene standards and purchase appropriate resources associated with delivering the setting's objectives
- Keep abreast of and lead staff in the implementation of Early Years initiatives and developments, maintain and develop own and staff CPD on a regular basis
- Take a lead role in all aspects of care which meet the needs of the individual child in line with the Council's duty of care and the principles of GIRFEC
- As part of a professional team, prepare and / or contribute to reports required by relevant agencies either verbally or in writing as appropriate
- Assist the school and Service management in meeting all quality standards, Care Inspectorate Annual Returns and inspections (Education Scotland and Care Inspectorate)
- Act as a positive role model and take a lead in any other duties relevant to efficient and effective operation of the Early Years setting

Agreed

4. QUALIFICATIONS AND TRAINING

Essential:

- HNC Childhood Practice at SCQF Level 7 (formerly SVQ 3)

Or

- SVQ Social Services (Children and Young People) at SCQF Level 7

Plus

- if not already obtained, there will be a contractual requirement to secure SCQF Level 8 or 9 (formerly SVQ 4) qualification such as HND in Childhood Practice, SVQ in Social Services (Children & Young people), SVQ Children's Care Learning and Development within a defined timescale
- SSSC Registration as a Practitioner without conditions within 3 months of taking up post

Desirable:

- First Aid qualification
- Food Handling qualification

5. EXPERIENCE

Essential:

- Significant experience of working with children aged between 3-5 years of age
- Significant experience of working within a nursery or pre-school setting as part of a team
- Experience of liaising with parents and carers and updating them with information on their child's progress

Desirable:

- Experience of working with the pre-birth to three framework
- Experience of leading staff
- Experience of allocation of tasks and providing and support to others

6. KNOWLEDGE AND SKILLS

Essential:

- Knowledge and ability to implement national policies and guidelines
- Ability to lead planning, implementation and evaluation of learning activities
- Flexible with the ability to use initiative and prioritise work as required
- Effective communication skills
- Strong interpersonal skills
- Demonstrate a working knowledge of GIRFEC principles

Desirable

- Ability to be creative in the working environment

Agreed

7. ADDITIONAL REQUIREMENTS	
Driving Compliance	**ONLY APPLICABLE TO OUTDOOR LEARNING ROLE:** 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.

Agreed