JOB DESCRIPTION - CHILDREN AND FAMILIES SERVICE

IDENTIFICATION

Post Title:	Early Years Educator	Post Ref:	
Section:	Primary/Nursery	Grade:	7
Responsible to:	Head Teacher		

JOB PURPOSE

You will work flexibly as part of a team to promote the all-round development and well being of young children from birth to 5 years.

PRINCIPAL WORKING CONTACTS

Head Teacher
Children
Parents

MAIN DUTIES

Work as part of a team to plan, deliver and evaluate effective programmes to support the key areas of children's development and learning based on the appropriate curriculum policy and guidance

Assist in the management and cataloguing of resources and ensure that appropriate resources are available to support children's learning and to reflect their interests

Establish good relationships with children, parents and colleagues and ensure that the centre is welcoming

Support the involvement of parents in the centre and provide information and reports for parents about their children's progress. This may involve the use of a computer or other information technology.

Support the development and delivery of new initiatives and remain open to change and development within the service

Liaise with other staff to share information and contribute to the profiling of children and assessment and recording of their progress

Liaise with other staff to share information and contribute to the development of children's transition records

Attend to all aspects of children's care and wellbeing, including assisting with toileting, washing, changing and feeding

Contribute to the development and implementation of the local authority and centre's policy framework

Contribute to the development and implementation of the centre improvement plan.

Standards and Quality Report, Parents Handbook and other information for parents

Assist in the organising, layout and clearing of the indoor and outdoor play areas

Participate in self-evaluation, using the Performance Indicators outlined in "The Child at the Centre"/"How Good is Our School?" and the National Care Standards as part of continuous quality improvement processes

Contribute to the training, mentoring and support of students

Undertake routine tasks such as photocopying, filing, cash handling, registering children - all in respect of children with whom the employee works

Work collaboratively with colleagues from other agencies and departments to ensure effective multi- agency support for children and their families

Support the establishment of strong links and effective communication with the local community

Ensure that health and safety procedures are maintained at all times

Ensure that equipment is well maintained, hygienic and safe for children to use

Ensure that the entrances and reception areas of the centre are secure and that effective systems are in place to protect children and ensure service users and visitors access

Support the development and delivery of extended childcare services in liaison with senior staff

Provide reports and information on the extended childcare service as requested by management

Support the mentoring and support for students on placement

Provide support for children with additional support needs in liaison with other staff and professionals from other agencies

Provide information about individual children to other professionals and where appropriate attend case conferences and reviews

Organise and lead small group and individual activities

Follow Child Protection Guidelines and procedures

Care for sick children and administer first aid in the case of minor injuries and medication in line with the authority's Administration of Medication Guidelines

Participate in school outings, activities and staff meetings

Participate in training and staff development programmes

Provide children with snacks and drinks in line with local authority guidance on health and nutrition

Ensure that any issues or concerns about the children's wellbeing or the safe operation of the centre are promptly reported to senior staff

Assist the management of the service in taking forward local authority policies and guidelines and in responding to Council initiatives.

OTHER DUTIES

This job description is a broad picture of the post at the date of preparation. It is not an exhaustive list of all possible duties and it is recognised that jobs change and evolve over time. Consequently, this is not a contractual document and the postholder will be required to carry out any other duties to the equivalent level that are necessary to fulfil the purpose of the job.

PERSON SPECIFICATION

POST TITLE: Early Years Educator

DIVISION/DEPARTMENT SECTION: Children and Families - Support Staff

	ESSENTIAL REQUIREMENTS	DESIRABLE REQUIREMENTS	METHOD OF ASSESSMENT
PROFESSIONAL/ EDUCATIONAL QUALIFICATIONS	HNC in Childcare and Education or equivalent. Must be eligible for registration with Scottish Social Services Council.		Application/ Interview
RELEVANT WORK/OTHER EXPERIENCE	Experience of early years provision Observation/written report experience	Experience of working with children with additional support needs Experience of a variety of early years provision	Application/ Interview
PARTICULAR SKILLS/ABILITIES	Good understanding of early years curriculum and good practice Good verbal and written communication skills Good interpersonal skills Good planning and organisational skills	Experience of team working Experience of working with parents, families and the wider community	Application/ Interview
PERSONAL QUALITIES	Adaptable Reliable Flexible attitude Positive and caring approach to children & commitment to children & families	Innovation	Application/ Interview
ANY ADDITIONAL JOB RELATED REQUIREMENTS	Willing to pursue own professional development Contribute to the development and implementation of the nursery improvement plan Contribute to the training, mentoring and support of students Member of PVG Scheme or willingness to become a member of the PVG Scheme with satisfactory Scheme Record and/or Scheme Record Update.		Application/ Interview