Recruitment Profile

Post number	10526
Position title	Early Years Practitioner – 2 posts
Grade	6C
Department	People
Location	Edenside Primary School
Salary/Rate of Pay	Post 1 18 hours - £13,718.03 - £14,812.50 per annum Post 2 28 hours £21,339.16 - £23,041.67 per annum
Hours of work	post 1 - 18 hours and post 2 - 28 hours
Weeks per year	39
Number of staff responsible for	0
Reports to post number	Early Years Officer
Registration requirements	SSSC Registration essential
Drivers Licence required	N/A
Contract status	Permanent
Contract end date	02/04/2027
Reason for temporary vacancy	
Disclosure status	PVG Children
Political restrictions	No
Role profile number	LPD 6A
Business World post status	Permanent
Work pattern	28 hours - Monday Tuesday , Wednesday and Friday 7 hours per day 18 hours - Monday - Friday
Vacancy number	SBO10549
Closing date	01/12/2026

Role purpose

You will contribute to all aspects of childcare and education in the ELC setting and take an active part in other appropriate duties as required.

PRINCIPAL DUTIES

▪ Support the day-to-day delivery and organisation of ELC and contribute to the supervision of all children to ensure children are safe nurtured and supported

▪ To contribute through team meetings to the long, medium and short-term planning processes of all aspects of the curriculum in line with local and national guidelines to meet the needs of the individual child in an inclusive setting.

▪ To contribute, as part of the ELC team, to the implementation of plans to deliver an effective early years' service to individual children and groups of children by:
- Setting up high quality spaces and resources – indoor and outdoor - Planning high quality experiences for children – indoor and outdoor - Cleaning and maintaining resources where appropriate - General ongoing supervision to provide a safe, healthy and secure environment for children
- Encouraging children in the development of good personal hygiene helping individuals as necessary - Provide nurturing interactions which support and extend learning. - To contribute to a high-quality family lunch service providing:
Promoting independence, self-service, good hygiene and quality interactions

▪ To observe, record observations and through team meetings contribute to assessment and moderation and to the formal reporting on individual children's progress in line with SBC's policy and procedures.

▪ To liaise with parents, members of multi-disciplinary teams, other establishments and agencies. This may be individually, in conjunction with the EYO/SEYO or contributing to a pre-meeting discussion or networking event as appropriate.

▪ As part of the ELC team, provide day to day support and guidance to assist in developing college students on placement, trainees and newly appointed practitioners and provide input to reports on progress through discussion with the Early Years Officer/ Senior Early Years Officer.

▪ To keep up to date with early level curriculum initiatives and national guidance and to participate in appropriate training and development in line with SBC policy and procedures.

▪ Follow Scottish Borders Council's policies and procedures around data protection and confidentiality

Person specification		
Criteria	**Essential**	**Desirable**
Education, qualifications and training	▪ HNC in Childhood Practice/Childcare & Education ▪ SVQ 3 Social Services (Children & Young People) SCQF 7 ▪ SVQ 3 Children's Care, Learning & Development All successful applicants for early learning and childcare posts will be required to hold full registration with GTCS, or be able to obtain full registration with the Scottish Social Services Council (SSSC) within 3 months of appointment and maintain registration throughout the period of employment.	Child Protection 2 induction session Must be undertaken within 3 months of appointment • Once in post it is essential to undertake the Child Protection update annually
Skills, knowledge and competences	Knowledge of early years child development ▪ Understanding of current early years' practice ▪ Good communication skills, including ability to discuss and record observations and assessments ▪ Excellent interpersonal skills to enable them to build positive relationships with children,	Knowledge of Curriculum for Excellence Early Level, ▪ Realising the Ambition, ▪ The Quality Improvement Framework for Early Learning and Childcare sector ▪ Setting the Table

	parents, colleagues and other professionals. ▪ An ability to work co-operatively with colleagues. ▪ An ability to work both under direction and independently when required.	
Experience	Experience of working in an early years setting	Successful experience of working as a member of a team
Other	Enthusiasm for early education and empathy with young children ▪ Patient, tolerant and consistent in the workplace	.

Driving Licence - Where it is an essential requirement for this post to hold a current driving licence. Note: If you have a disability which precludes you from holding a drivers licence, Scottish Borders Council will take into account its responsibility to make reasonable adjustments to allow for your disability. Should it be possible to make such an adjustment in order that you can undertake the travel responsibilities of the post, this will be taken into account in consideration for this role.

HEALTH & SAFETY STATEMENTS

Must take reasonable care for the health and safety of themselves, other employees and anyone else who may be affected by their work activities carried out. Employees shall work in accordance with policies, procedures, information, instructions, and / or training received.

This profile is indicative of the nature and level of responsibility associated with the post. It is not exhaustive and the post holder may be required to undertake such other duties as may be required by the Workforce Planning & Development Manager to meet the needs and responsibilities of the Service and the Council.

Equality – Ensure that all work and outputs comply with and promotes equal opportunities and diversity.

Supervisory or Managerial posts only - Ensure that HR systems are in place for reporting management information and making recommendations for any corrective action necessary.

Equal Opportunities - Scottish Borders Council is committed to improving the diversity of its workforce to better reflect the communities we serve. We welcome applications from all minority groups and individuals who identify with one or more of the protected characteristics as defined by the Equality Act 2010. In particular from candidates who assess themselves as having a disability, under the Disability Confident Employer scheme this guarantees an interview to those individuals who meet the essential criteria of the post. All appointments will be made on merit.

Digital Innovation & Solution Focused Statement
Scottish Borders Council is committed to excellence and continuous improvement through the transformative power of digital solutions reinforcing our commitment to excellence, sustainability, enhancing our work practices and enriching our support to the community. As digital innovation evolves, our organisation is dedicated to integrating these advancements in a manner that aligns with our core values and strategic objectives.
All roles across the Council will actively seek and implement the latest digital solutions and technologies that can improve efficiency, productivity, and the quality of our services. Training will be provided, to ensure staff are proficient in utilising new technologies, fostering a culture of continuous learning and adaptability.

Please note priority will be given to staff on the deployment/redeployment list who meet the essential criteria of the post.

Please note that applicants who have received early retirement/voluntary severance from Scottish Borders Council will not be considered.

TEMPORARY POSTS
If at a later date a temporary post becomes permanent, it will be at the discretion of the Department's management team to confirm the post holder as permanent without readvertising.

PRE EMPLOYMENT CHECKS

Recruitment Profile

Essential

- Confirmation of Right to Work in the UK **- (All posts)**
- Level 1/Level 2/PVG Registration Disclosure Check - ***(PVG/Disclosure posts only)***
- References - ***(All posts***)
- Confirmation of qualifications required to meet the essential criteria on the person specification **- (All posts)**

Right to Work in the UK - To ensure that you are eligible to work in the UK, we will require the following documentation:

- A Passport showing you are a British/Irish Citizen.

  OR

- A British Birth/Adoption Certificate along with an official document containing your name and permanent National Insurance number

For all other nationalities

- Settled status code

  OR

- Immigration status document, for further information visit Apply to the EU Settlement Scheme (settled and pre-settled status) - GOV.UK (www.gov.uk)

Please note that a Short Birth Certificate and a Driving Licence are not sufficient to show your entitlement to work in the UK.

OTHER DETAILS
Disclosure/PVG Registration

Under the Rehabilitation of Offenders (Exclusion and Exceptions) (Scotland) Order 2003 to the 1974 Rehabilitation of Offenders Act (ROA) Scottish Borders Council are entitled to ask "exempted questions" that require applicants for certain positions to reveal their full criminal history.

This means that all details of criminal convictions, whether they are spent or not, must be disclosed to help the recruiting manager assess the person's suitability for a position of trust.

Disclosure

These "excepted professions" are set out in the Exceptions Order and include:

- certain professions in areas such as health, pharmacy and the law;
- senior managers in banking and financial services;

PVG Registration

Certain posts are considered Regulated Work with Vulnerable Children and/or Protected Adults, under the Protection of Vulnerable Groups (Scotland) Act 2007. Preferred candidates will be required to join the PVG Scheme or undergo a PVG Scheme update check prior to a formal offer of employment being made by Scottish Borders Council.

PVG/Disclosure Process

After the application is processed you will receive an email with a secure link to view the disclosure. You must share this with us to progress the recruitment process.

Teacher Posts in Catholic Schools

Certain posts are in a denominational school therefore candidates must seek Catholic Church approval when submitting their application for these posts. You should apply for RC Church approval at the same time as submitting your application form. Guidance and the relevant forms can be obtained at www.sces.uk.com/approval.html.

Political Restrictions

Certain posts within Scottish Borders Council will be deemed Politically Restricted. If you are appointed to such a post the Local Government Officers' (Political Restrictions) Regulations 1990 provide that your terms and conditions of employment are deemed to incorporate additional provisions set out in the Schedule to the Regulations, a copy of which can be obtained from HR. Full details of restrictions will be provided in your application pack if you are applying for a Politically Restricted post.

**** From 1 April 2026 a Scottish Local Government Living Wage Rate of £13.52 per hour has been agreed. All employees recruited on a salary/wage less than the SLGLW rate shall receive a payment additional to their salary/wage in order that they are paid at the rate of

£13.52 per hour. The additional payment shall count as pensionable earnings and be subject to deduction of tax, national insurance and pension where appropriate.