Person Specification

Job title:	Depute Head of Centre
Current Grade: (for working purposes)	Social Renewal, Learning and People Development Grade 7, Level 6
Summary of role:	The main duties and responsibilities will include: • Support the management of an Early Years Centre. • Deliver an inclusive and diverse Early Years service that protects and cares for children. • Deliver a service that promotes social justice and anti-discrimination. • Support others in understanding children and childhoods. • Support the management of the appropriate and effective delivery of the curriculum. • Underpin practice throughout the Early Years Centre which is broad and balanced. • Lead and support team work in collaboration with all relevant stakeholders. • Investigate and analyse service delivery and future requirements. • Contribute to the planning, monitoring and control delegated budgets and identify and access other funds. • Liaise and co-ordinate services with relevant partners.

Criteria	Essential	Desirable	Evidence
Education, qualifications & training	Must hold or be working towards BA Childhood Practice, or PDA Childhood Practice at SCQF Level 9, or Batchelor of Education (B. Ed), or equivalent		□ Certificates □ App. Form
Skills	Substantive experience in a management position within an Early Years setting. Demonstrates leadership qualities at a senior level. Excellent communication skills. Demonstrates a broad and balanced knowledge and	Demonstrate the ability to influence others and manage the implementation of change. Demonstrate experience of working with people to get the best results in order to meet targets and objectives.	□ App. Form □ Interview

	understanding of children and childhoods. Experience in supporting the management of the delivery of strengthening practice within an Early Years setting. Value and demonstrate a commitment to supporting inclusion, diversity, social justice, anti-discrimination, and protecting and caring for children. Demonstrate the ability to support team work and collaboration with key stakeholders. Experience in supporting the management of appropriate and effective delivery of the curriculum.	Demonstrate the ability to establish effective partnership with the local and wider community. Demonstrate the ability to support children to develop an understanding of their roles and responsibilities as citizens. IT literacy	
Knowledge	Knowledge and awareness of current relevant legislation and procedural compliance.		□ App. Form □ Interview
Other	Registration with Scottish Social Services Council. Flexible Approach to Working Hours. Commitment to Continuous Professional Development.	Driving Licence	□ Certificates □ App. Form □ Interview