Job Description and Employee Specification [Lead Early Learning Practitioner]

Education and Families

Service:	Education and Families
Division:	Early Years/Childcare
Job Title:	Lead Early Learning Practitioner
Responsible to:	Head Teacher or Head of Centre
Grade	NLC9
Conditions of Service	SJC
Date of last review:	

Job Outline

- To assist in the management and provision of a high quality early years and childcare service and to assist and support staff as directed by the head teacher or head of centre
- To undertake a range of duties to ensure the effective operation of the service
- To undertake all duties within the early years workers remit and in addition: -

Main Duties and Responsibilities

Care and Welfare:

1. To implement child protection procedures including supporting staff and families through crisis.
2. To promote and support inclusion, including planning for children with additional support needs.
3. To undertake appropriate duties to ensure a safe and effective early years and childcare service in line with policy and procedures.
4. To support and contribute to the development of wrap-around-care services.
5. To ensure staff are supported to deliver appropriate care plans for children with support needs.
6. To liase with families including the organisation of home visits.

Learning Activities

1. To support staff to plan, implement and evaluate suitable programmes for groups/individual children to ensure their needs are met.
2. To support the monitoring and evaluation of the quality of the service including preparation for pre and post inspection.
3. To lead aspects of the development plan as assigned.
4. To support the effective management and maintenance of resources.
5. To support the recording of children's progress and to report to a range of agencies as directed.

Working in Teams

1. To undertake team leading duties as assigned by the management.
2. Contribute to and, from time to time, organise meetings with early years staff and others, for example parents, health visitors, social workers etc.

3. To participate and contribute to staff training (in-house and with other establishments) to support others in their development, in particular newly appointed staff, students, skill-seekers, modern apprentices, work placements.
4. To support transition arrangements and liase with a range of agencies.
5. To support the maintenance of all records and documentation in line with policy and procedures including certain administrative tasks e.g. organisation for outings, minutes of meetings.

Continuous Development

1. To participate in the process of review and development
2. To support staff in the process of staff review and development
3. To undertake staff interviews when assigned by head teacher/head of centre

This job outline is intended to indicate the broad range of responsibilities and requirements of the post. It is neither exhaustive nor exclusive but, while some variation can be expected in particular duties, the outline is considered to provide a reasonable general description of the post.

SPECIFICATION	ESSENTIAL	DESIRABLE	METHOD OF ASSESSMENT
QUALIFICATIONS/TRAINING			
• NNEB/SNNEB or HNC or SVQ3 Early Years and Childcare + HIV and First Aid Modules	X		Verification/Application Form/Interview
• Registration with the Scottish Social Services Council (SSSC)	X		
• PDA in Childhood Practice or relevant early years additional qualification, e.g. BA Early Childhood Studies		X	
WORK EXPERIENCE			
• Extended working experience in an Early Years setting	X		Application Form/Interview
• Proven record of highly professional attitude to current post	X		
• Record of delivering quality services		X	
KNOWLEDGE/SKILL/ABILITY			
• Ability to support others	X		Application Form/Interview
• Ability to provide written reports	X		
• Ability to address needs of both staff and children in a supportive manner	X		

• Ability to lead and work with a team • Ability to work flexibly to meet service requirements • Effective communication skills • Evidence of meeting a range of needs • Evidence of leading a successful initiative or new development	X X X	X X	
PERSONAL QUALITIES/ATTRIBUTES • Highly articulate • Highly motivated • Confident and professional • Trustworthy and reliable • Demonstrates leadership qualities	X X X X	X	Application Form/Interview
OTHER • Satisfactory PVG scheme membership (Child)	x		Application will be processed by the Council for successful candidates and must be attained prior to commencing employment