

# **EAST AYRSHIRE COUNCIL**

## **ECONOMY AND SKILLS EDUCATION**

### **JOB OUTLINE**

**Post:** Early Learning and Childcare Practitioner

**Grade:** G07

**Reporting to:** Head of Establishment

**Job Purpose:** Contribute as part of a team to the provision of a quality early learning and childcare service for children aged 0-8 years and their families and work to the principles of the national care standards for early education and childcare and abide by the Code of Practice for Social Service Workers.

#### **A. Areas of Responsibility**

1. Contribute to the establishment Improvement Plan.
2. Contribute both written and verbal to the planning, delivery and evaluation of appropriate programme of experiences and learning activities for children in line with national and local guidelines.
3. Respond to the individual needs of children by ensuring that experiences provided are appropriate to their interests and abilities.
4. Assist in the support and development of parental participation, meeting with parents to review children's progress as necessary.
5. Contribute to the supervision, mentoring and reporting on the performance of students/trainees on placement.

#### **B. Functional Responsibilities**

6. Attend to the personal care needs of individual children taking health and safety guidance into account.
7. Maintain written records and complete reports including assessments based on observations as appropriate.
8. Contribute to the preparation of reports for Pre School Assessment Team meetings (Pre Scat) and (Pre Sat), Case Conferences, reviews and children's hearings and attend as appropriate.
9. Contribute to the preparation and implementation of an Individual Action Plan and/or Record of Needs as appropriate.

10. Participate in the provision of extended/flexible early learning and childcare for children aged 0-8 years, as appropriate.
11. Demonstrate a flexible approach to supporting children with additional needs as required during school holidays, as appropriate.
12. Liaise with other professionals and agencies as appropriate.
13. Participate in the preparation for establishment inspections as directed by the Head of Establishment e.g. familiar with and understanding of standards to be inspected, the preparation of displays etc.
14. Attend and contribute effectively to team meetings.
15. Participate in continuous professional development as necessary.
16. Contribute to risk assessments as required in accordance with East Ayrshire Council Health and Safety Guidelines and maintain high standards of hygiene in the establishment.
17. Be aware of the Council's Policies and Education Standard Circulars
18. Undertake training programmes to assist development and meet departmental objectives.
19. Undertake a programme of continuous professional development to ensure continued registration with the Scottish Social Services Council (SSSC).

<b>C. General Responsibilities</b>
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20. Ensure that any materials, equipment and vehicles provided to assist in carrying out the duties of your post are properly secured in accordance with the Council's policies and procedures.
21. Participate in the East Ayrshire General Employee Review (EAGER) process annually in accordance with the Council's guidelines.
22. Promote the health and safety of employees at work and of service users through the implementation of the Council's policy on health, safety and welfare at work and departmental Health and Safety arrangements in accordance with all relevant statutory requirements.
23. Ensure that the Council's Customer First Service Commitment is followed in all dealings with the people we serve.
24. Ensure that all activities for which the post holder is responsible are delivered in accordance with the Council's Equal Opportunities Policy and its statutory and general and specific Equality Duties.

***This description is indicative of the nature and level of responsibilities associated with this job. It is not exhaustive and the job holder will be required to undertake other duties and responsibilities commensurate with the grade.***

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### PERSON SPECIFICATION

**POST:** Early Learning and Childcare Practitioner

**SERVICE:** Education

**SECTION:** Early Learning and Childcare

ATTRIBUTES	<b>ESSENTIAL</b> The minimum acceptable levels for safe and effective job performance	<b>DESIRABLE</b> The attributes of the ideal candidate
<b>PROFESSIONAL/ EDUCATIONAL QUALIFICATIONS</b>		
	<ul style="list-style-type: none"><li>Qualification at Level 7 on the Scottish Credit and Qualifications Framework e.g. HNC Early Education &amp; Childcare, SVQ level 3 Early Years Care &amp; Education or NNEB/modular equivalent along with evidence of CPD</li></ul>	<ul style="list-style-type: none"><li>Evidence of additional qualifications e.g. HNC Supporting Learning Needs, PDA Childcare and Education, BA Childhood Studies or BA Childhood Practice.</li></ul>
<b>RELEVANT EXPERIENCE</b>		
	<ul style="list-style-type: none"><li>Working with children aged 0-5 years or 3-5 years in an early learning and childcare years setting.</li></ul>	<ul style="list-style-type: none"><li>Evidence of ability to articulate and demonstrate good practice.</li><li>Experience of inspection processes.</li></ul>
<b>SPECIAL KNOWLEDGE/ SKILLS</b>		
	<ul style="list-style-type: none"><li>Knowledge of child development and the needs of children aged 0-3 and/or 3-5 years.</li><li>Knowledge of Pre-birth to 3, Building the Ambition, Curriculum for Excellence, the National Care Standards, Child at the Centre and the SSSC Code of Practice.</li><li>Good communication skills both written and verbal.</li><li>Evidence of participation in Improvement Planning and self-evaluation</li></ul>	<ul style="list-style-type: none"><li>High level of commitment.</li><li>Awareness of local and national early years strategies and policies.</li><li>Experience of completing child assessments.</li><li>Evidence of involvement with parents and other professionals.</li><li>Ability to show initiative in carrying out developments.</li></ul>

<b>PERSONAL FEATURES/QUALITIES</b>			
	<ul style="list-style-type: none"> <li>• Ability to communicate effectively with children, colleagues, parents, carers and other professionals.</li> <li>• Caring, supportive, courteous, enthusiastic and motivated.</li> <li>• Ability to work in a team.</li> </ul>	<ul style="list-style-type: none"> <li>• Highly participative, open minded.</li> <li>• Evidence of flexibility in approach.</li> <li>• Ability to form excellent working relationships.</li> </ul>	
<b>ANY ADDITIONAL JOB RELATED REQUIREMENTS</b>			
	<ul style="list-style-type: none"> <li>• Registration with Scottish Social Services Council as a Practitioner.</li> </ul>	<ul style="list-style-type: none"> <li>• Evidence of CPD.</li> </ul>	
<b>If this job is not suitable for job sharing PLEASE state reasons:</b>		<b>PREPARED BY:</b> Janie Allen <b>DESIGNATION:</b> Senior Manager (Early Learning & Childcare) <b>DATE:</b> April 2016	
		<b>APPROVED BY:</b> Alan Ward <b>DESIGNATION:</b> Head of Education <b>DATE:</b> April 2016	