



Role Profile

EDUCATIONAL HOME VISITOR

Reference No.	SNCT	Type	Generic
Service	Early Years Team		
Job Family		Grade	T02-T07

Purpose

To contribute to the work of the Pre-School Educational Home Visiting Service in relation to pre-school children in Fife, who have complex additional support needs.

Service delivery will be within the aims, objectives and practice guidelines of the Pre-School Educational Home Visiting Service, in accordance with the policies and procedures of Fife Council Education and Learning Directorate, and within the relevant statutory framework.

To be accountable to Education and Children's Services for maintaining standards of practice through the Educational Home Visiting Service Manager.

The principal aim of the Pre-School Educational Home Visiting Service is to empower and support parents to actively participate in the process of educational planning, within the context of the Additional Support for Learning Act (2004 and 2009).

Task or Responsibility - For this role, there is an expectation that all, or a combination, of the following will be undertaken:	Person Specification: Skills, Knowledge, Qualifications or Experience - Criteria can apply to more than one task or responsibility	E	D
<ul style="list-style-type: none"> To provide support and advice to families who have pre-school children with complex additional support needs. 	Knowledge of the Education (Additional Support for Learning) (Scotland) Act 2004. Experience in working with families. Experience in working with developmentally young children.	✓	✓ ✓

E = Essential Criteria D = Desirable Criteria

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<ul style="list-style-type: none"> To support transition and planning for educational placement. 			
<ul style="list-style-type: none"> To offer support and advice to pre-school staff and contribute to the delivery of INSET. 	Effective organisational skills.	✓	
<ul style="list-style-type: none"> To liaise with educational psychologists with particular regard to educational assessment and placement planning. 	Understanding of current issues in Education & Children's Services.	✓	
<ul style="list-style-type: none"> To contribute to Fife GIRFEC practice. 	Skill in consultation.	✓	
<ul style="list-style-type: none"> To work within a multi-agency framework 			
<ul style="list-style-type: none"> To contribute to the effective organisation and functioning of the team 	Demonstrable success in teamwork and collaborative/multi-agency working.	✓	
<ul style="list-style-type: none"> To maintain a commitment to Continuous Professional Development in relation to the Service Development Plan 	Practice commitment consistent with Service aims.	✓	
<ul style="list-style-type: none"> Supporting staff within early years provision regarding children entering their establishment and ensuring a smooth transition between establishments 	Demonstrable commitment to ongoing personal and professional development.	✓	
<ul style="list-style-type: none"> Supporting and advising parents who have pre-school children with ASN 			
<ul style="list-style-type: none"> Contributing to the work of the Home Visiting Service. 	An appropriate degree of assertiveness.	✓	
	Good interpersonal skills. Compassionate and inclusive approach.	✓	
	Ability to work on own initiative.	✓	
	Supportive to colleagues.	✓	

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<ul style="list-style-type: none"> Any other appropriate duties as requested by the Education Officer. 	<p>Ability to travel independently in a time efficient manner, both within and outwith Fife.</p> <p>Current full driving licence.</p> <p>Before confirming appointment, you will be required to be registered with the General Teaching Council for Scotland (GTCS).</p>	✓	✓
Undertaking all other duties as required for the role. Duties will be in line with the grade.			

Additional tasks or responsibilities – this is a generic role, however this particular job may also require you to undertake the following:			
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Job Title of Specialist tasks			

Type of Protection of Vulnerable Groups Scheme (PVG Scheme) or Disclosure Check required				
Type of Protection of Vulnerable Groups (PVG) or other Disclosure check (choose only one).	PVG Children <input checked="" type="checkbox"/>	PVG Protected Adults <input type="checkbox"/>	PVG Both <input type="checkbox"/>	None <input type="checkbox"/>
	Basic Disclosure <input type="checkbox"/>	Standard Disclosure <input type="checkbox"/>	Enhanced Disclosure <input type="checkbox"/>	

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Additional Information – the following information is available:

- Skills Framework (if applicable)
- **How** we work matters

Expected Behaviours – It is essential that you display the following behaviours as they are expected of all our employees:

- Take Ownership
- Focus on Customers
- Work Together
- Embrace Technology & Information
- Deliver Results