



Role Profile

Early Years Lead Officer			
Reference No.	A4320	Type	Individual
Service	Education		
Job Family	Professional	Grade	FC8

Purpose
To provide more children who face the greatest disadvantages with increased access to highly quality support.
To provide additional support for those children who need it most in order to close the attainment gap.
To help narrow the gap in cognitive development that opens up before children start primary school.
To develop high quality relationships and interactions with children that promote wellbeing, and extend thinking and concept development.
To contribute towards the wider programme of work in the ELC setting to reduce inequality.
To manage ELC services open full year across a locality during school holiday periods, if required.

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
Supporting the effective delivery of the curriculum.	To ensure you achieve registration with SSSC as a Manager in Day Care of Childrens Service within 6 months of starting in this role, you must apply to register within 3 months of your start date.	✓	

E = Essential Criteria D = Desirable Criteria

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	<p>To maintain your registration, you must hold or work towards the SSSC benchmark qualification for the role. For this role, you must have a practice qualification and hold or be willing to achieve a manager qualification. The main management qualifications are :</p> <p>BA Childhood Practice Postgraduate Diploma Childhood Practice Masters of Education Childhood Practice PDA Childhood Practice SCQF level 9</p> <p>The benchmark qualifications are listed here https://www.sssc.uk.com/registration/help-with-register-parts-fees-and-qualifications/</p> <p>Ability to provide an efficient and effective service</p>	✓	
Managing a number of ELC services across a locality during school holiday periods, if required.	<p>Leadership skills</p> <p>Demonstrates the ability to manage additional responsibilities</p>	✓ ✓	
Underpinning practice throughout the nursery which is broad and balanced.	<p>Experience of statutory early years provision</p> <p>Knowledge of Curriculum for Excellence, Pre-Birth to Three and GIRFEC – national and local guidance</p>	✓ ✓	
Supporting the development and implementation of plans and programmes across the nursery targeted at improving children’s learning.	<p>Experience in the development and implementation of plans and programmes for service users</p> <p>Planning and organisation skills.</p>	✓ ✓	

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	Experience of writing reports	✓	
Operating a number of computer packages to record and retain statistical information ensuring accurate records are kept. Ordering goods through Council systems.	IT skills	✓	
Working with parents/carers to develop strategies which help them to support their child's learning along with family learning, across the nursery using a family nurture approach including managing early intervention approaches for vulnerable children and families.	Experience of working with parents and families Negotiating skills	✓	✓
Supporting collegiate practice and teamwork across the nursery including understanding children and childhoods.	Influencing skills Experience of team working Knowledge of a broad and balanced understanding of children and childhoods	✓ ✓ ✓	
Supporting families using a family nurture approach including managing early intervention approaches for vulnerable children and families.			
Developing close working practices with Social Work, Health visitors and other services including 3rd sector to ensure appropriate GIRFEC outcomes. Implementing Child Protection procedures in line with Fife Council guidelines.	Communication and interpersonal skills	✓	
Undertaking all other duties as required for the role. Duties will be in line with the grade.			

Type of Protection of Vulnerable Groups Scheme (PVG Scheme) or Disclosure Check required

Before confirming appointment: You may be required to obtain PVG scheme membership or a Disclosure check. Please refer to the job advert for clarification of the specific requirement.

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Additional Information – the following information is available:

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

Expected Behaviours

Every council employee is expected to lead the way by making decisions and behaving in ways that uphold our community commitments and values.

Please refer to How We Work Matters Guidance to learn more.