



Role Profile

Funded Provider, Development Officer			
Reference No.	KK708	Type	Individual
Service	Education and Children's Services		
Job Family	Professional 1	Grade	FC7

Purpose
<p>To provide effective Quality Improvement support to ELC funded providers. To be responsive to reports in providing support as identified from funded provider reviews/inspections.</p> <p>To contribute to the continuous professional development of funded providers through development and delivery of appropriate training. To contribute to the development of high quality practice in early years settings through participation on working groups as appropriate. To contribute to the work for the Early Years Team in relation to service planning.</p>

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
<p>Provide support and challenge for ELC funded providers pre- and post-inspection.</p> <p>Provide Quality Improvement support through onsite mentoring.</p> <p>Provide advice, guidance and support to funded providers in relation to ensuring quality environments for children’s learning.</p> <p>Adopt a responsive approach to reporting following funded provider visits, reviews and inspections in order to provide support as appropriate.</p> <p>Proactively meet and liaise regularly with the early learning sector in Fife providing information, support and advice in all aspects of provision.</p> <p>Work with Funded Providers to support Inclusive Learning Environments; sourcing materials and distributing as required.</p>	<p>Significant experience in an EYO post or equivalent.</p> <p>Experience in leading and supporting a team.</p> <p>Experience of working with children under 3 years of age.</p> <p>Experience working with a range of support agencies to support children and families support agencies.</p> <p>Experience of working with parents and supporting or leading information sharing sessions on a range of topics/issues.</p>	<p>✓</p>	<p>✓</p> <p>✓</p> <p>✓</p> <p>✓</p>
<p>Deliver established Early Learning courses to ELC funded providers.</p> <p>Liaise with key stakeholders in relation to the development and delivery of training to support the Early Years workforce.</p>	<p>HNC Early Years Education and Childcare or equivalent.</p> <p>or SNNEB or equivalent</p> <p>or SVQ3 with experience in an Education Service Nursery or equivalent.</p> <p>Evidence of additional learning or qualifications in Early Years Childcare and education e.g. PDA.</p> <p>Evidence of training and personal development in relevant topics/interests.</p>	<p>✓</p> <p>✓</p> <p>✓</p>	<p>✓</p> <p>✓</p>

<p>Identify and develop examples of good working practice and promote these within funded providers, ensuring examples are shared effectively with other colleagues, to give a consistency of approach throughout Fife Council.</p> <p>Work collaboratively with the Management team in each setting to ensure Fife Council priorities are targeted during development work.</p> <p>Work with others to identify and provide opportunities for staff to participate in appropriate professional development.</p>
<p>The jobholder may be required to perform duties appropriate to the job other than those given in the job profile.</p>

Expressed interest in professional development.		✓
Ability to work without supervision.	✓	
Ability to work as part of a team.	✓	
Knowledge of Curriculum for Excellence and Building the Ambition.	✓	
Knowledge of HIGOELC	✓	
Experience in delivering a child centred curriculum.	✓	
Knowledge of child protection policies.	✓	✓
Knowledge of the Pre Birth to three and relevant training.		✓
Ability to work with vulnerable children and families.		✓
Ability to lead staff as excellent role model in promoting learning.		✓
Detailed knowledge of care and welfare procedures.		✓
Ability to confidently deliver presentations and training programmes to suit all learning styles.		
Highly developed communication skills.	✓	

The particular duties and responsibilities attached to a job may vary from time to time without changing the overall purpose of the job and would not therefore justify reconsidering the grade of the job. Such variations would be reflected in an updated job profile.

Ability to write reports and record keeping.	✓	
Ability to work effectively within a multi-disciplinary team.		✓
Ability to provide a regular and effective service.	✓	
Ability to travel across different locations across Fife	✓	

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 checked="" type="checkbox"/>	None <input type="checkbox"/>
	Basic Disclosure <input type="checkbox"/>	Standard Disclosure <input type="checkbox"/>	Enhanced Disclosure <input type="checkbox"/>	

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