



Role Profile

Apprentice Early Years Officer

Reference No.	I495.01	Type	Individual
Service	Education & Children's Service		
Job Family	Care 5	Grade	FC6 80% Year 2 50% Year 1

Purpose

Under the leadership and direction of the Headteacher and School Leaders, working as a member of a team, developing skills and knowledge to support the delivery of a broad and balanced Early Years curriculum within a caring, safe and welcoming environment that enables each child to achieve their potential.

To increasingly contribute to the creation of a positive early learning ethos which develops children's self-esteem and personal identity in a climate of trust and praise. To build on skills to enable working with parents and carers, and with other agencies, to promote the welfare and development of every child.

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
Interacting effectively and enthusiastically with children, motivating and engaging them in learning activities appropriate to their needs.	3 Nat 5s or 3 Standard Grades (at 1-3) or 3 O' Grades (A-C) or 3 Intermediate 2's, to including English and Maths/Arithmetic or Core Skills at SCQF level 5, to including Literacy and Numeracy. or SVQ Level 2 Social Services Children & Young People/CCLD or	✓ ✓ ✓	

E = Essential Criteria D = Desirable Criteria

Role Profile

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
	NC Early Education and Childcare Group Award or Foundation Apprenticeship www.scqf.org.uk/framework-diagram	✓ ✓	
The main duties and responsibilities of the post includes the individual's responsibility for promoting and safeguarding the welfare of people s/he will be providing support or care for or comes into contact with.	Experience of working with young children. (Deliver results - See 'How We Work Matters' Framework)	✓	
Observing and assessing children and recording of their progress, contributing to the planning processes to support children's learning and development in conjunction with the key worker/mentor.	Experience of supporting young children's care and development.	✓	
Completing and maintaining Personal Learning Journey (PLJ) for Individual children supported by the key worker/mentor, sharing observations and contributing to discussions about each individual child's progress.	Experience of writing reports.	✓	
Supporting children's participation in learning experiences appropriate to their needs.	Ability to register with SSSC as a practitioner in a day care of children's service within 6 months of taking up employment in this role (Early Learning and Childcare Class/Centre only) and must complete the required Post Registration Training and Learning (PRTL) over the registration period.	✓	
Contributing to a wide range of learning activities (e.g. out of establishment visits), and the achievement of appropriate learning outcomes.	Knowledge of Curriculum for Excellence. Knowledge of the Birth to Three curriculum and relevant Training. Knowledge of Building the Ambition		✓ ✓ ✓
Supporting the achievement of appropriate learning outcomes for each child including planning and recording activities for individual children	ICT Skills (Embrace technology and information)	✓	

Role Profile

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
to extend their learning experience.			
Promoting equality and awareness of cultural diversity, ensuring that every child experiences a fair and friendly environment.	Experience of supporting vulnerable children (focus on customers)		✓
Promoting and valuing each child and supporting their welfare, including their personal, social and emotional wellbeing.	Knowledge of Getting it Right for Every Child (GIRFEC)	✓	
Carrying out personal care/cleaning tasks approximating to the home care of nursery age children.	Follow hygiene procedures	✓	
Looking after the physical needs of children, including escorting duties, where appropriate.	Ability to provide an effective service	✓	
Recording and reporting on concerns regularly, contributing to children's personal plans (IEPs) or other files, where appropriate.			
Contributing to team meetings and to the evaluation of the work of the service.			
Evaluating progress against identified priorities (including regular planning) and participating in activities which support evaluation of the establishment's work.	Knowledge of How Good is Our Early Learning and Childcare (HGIOELC) and improvement methodology		✓
Promoting parental participation and effective partnerships with parents and the community.	Communication skills	✓	
Establishing positive working relationships with other staff, parents, carers and children, including where appropriate home visiting.	Initiative taking skills	✓	
Conducting parent/carer interviews in respect of a range of issues, e.g. advice and support, reporting on progress.			
Liaising with parents on day-to-day matters concerning their children's welfare and development.	Experience of working without supervision (Take ownership)	✓	
Offering appropriate guidance and support, working with groups of parents on various issues e.g. supporting quality parenting.	Additional training in programmes e.g. PEEP, Incredible Years, Bookbug, Play Away		✓
Liaising with and developing positive and productive relationships with professionals from a wide range of agencies, including health and	Team working skills (Work together)	✓	

E = Essential Criteria D = Desirable Criteria

Role Profile

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
social care. Contributing to joint reports, review meetings or case conferences as appropriate.				
Liaising with staff working at other stages in Education or in other locations and services, to promote continuity for children at points of transition.				
Working with staff both within and beyond the establishment and to promote the development of children and their families.				
Preparing, monitoring and maintaining resources to provide a safe, stimulating learning environment on a day to day basis. Where necessary carrying out daily checks and to request new resources to replace faulty <i>or damaged</i> items.	Awareness of the importance of establishing learning areas.	✓		
Contributing to the support and training of parent helpers and volunteers and provide basic help and support to pupil support assistants, as required.	Awareness of the importance of identifying appropriate resources to extend learning.	✓		
Contributing effectively to the delivery of the early year's curriculum.	Knowledge of child development birth to 5 years		✓	
Dealing with a wide range of parents/carers and to respond appropriately to challenging situations, or to support families in crisis.	Knowledge of attachment theory		✓	
Regular cash handling of petty cash/funds and maintain records of expenditure/receipts for the purpose of purchasing snack and small purchases to enhance <i>learning</i> outcomes.	Listening skills	✓		
Applying relevant health and safety regulations.eg; food handling, basic first aid.	De-escalation skills		✓	
	Experience of providing advice and information concerning access to appropriate support agencies		✓	
	Cash handling skills		✓	
	Numeracy skills	✓		
	Additional knowledge and training e.g. food hygiene, moving and handling, child first aid		✓	

E = Essential Criteria D = Desirable Criteria

Role Profile

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
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:			
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
Job Title of Specialist tasks			

Role Profile

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"/>	
Additional Information – the following information is available:		Expected Behaviours – It is essential that you display the following behaviours as they are expected of all our employees:		
<ul style="list-style-type: none"> • Skills Framework (if applicable) • How we work matters 		<ul style="list-style-type: none"> • Take Ownership • Focus on Customers • Work Together • Embrace Technology & Information • Deliver Results 		