



Role Profile

Senior Early Years Officer (Family Work)				
Reference No.	A4577	Type	Individual	
Service	Education and Children's Services			
Job Family	Para-Professional 5	Grade	FC7	
<p>Task or Responsibility - For this role, there is an expectation that all, or a combination, of the following will be undertaken:</p> <p>During both areas of work, to contribute to the creation of a positive nursery ethos which develops children's self esteem and personal identity in a climate of trust and praise, enabling each child to achieve their potential. To support and develop parental engagement in the wider life of the service and in their own development and learning. Extended responsibility within a defined local geographical area containing a number of nursery settings. Duties will include supporting and developing parenting support by promoting examples of good</p>				
<p>Purpose</p> <p>The position is divided into two distinct parts, each contributing to the post holders time during each working week:</p> <ol style="list-style-type: none"> To support and develop Family Work within their Nursery setting and in a local geographical area, working collaboratively with social workers, health professionals and other service providers to help improve families' life chances. Also, to act as a point of contact, to coordinate a wide range of agreed focussed parenting programmes and universal parenting support within the local community. As a member and, on occasions, leader of a team based within one nursery setting, to support the delivery of a broad and balanced early years curriculum ensuring a caring, safe, and welcoming environment is achieved. <p>Based in a nursery as part of a team of Senior Early Years Officers and management staff.</p>				
<p>Person Specification: Skills, Knowledge, Qualifications or Experience - Criteria can apply to more than one task or responsibility</p> <p>Educated to SCQF level 7, which includes HNC or equivalent, e.g. Early Years Education and Childcare or HNC Childhood Practice or SVQ3 Social Services Children and Young People or SNNEB</p>			<p>E</p> <p>✓</p>	<p>D</p>

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practice and to act as a point of contact and to provide guidance and advice, on universal parenting programmes			
Work with families and support services, in appropriate venues to provide appropriate support and identify needs.	Significant experience in an EYO post or equivalent Experience in leading a team Experience of work with vulnerable families	✓ ✓ ✓	
Establish and maintain good interagency links with other professionals working in the area.	Experience as an EYO in a local authority nursery or equivalent Experience or working with children under 3 years of age		✓ ✓
Initiate, co-ordinate facilitate group work and structured support programmes in partnership with parents i.e. self-esteem, attachment and general parenting.	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	✓	
Encourage and assist individuals to recognise their skills, develop confidence and to take responsibility. Assist them to take an active part in decision-making. Where appropriate, to work on a one to one basis with hard to reach families to provide support, guidance and build confidence.	Experience working with a range of support agencies to support children and families support agencies		✓
As a member of a Senior EYO team: - <u>Promoting Children's Learning</u> <ul style="list-style-type: none"> • model good practice in promoting children's learning, development and welfare. <u>Development and Welfare</u> <ul style="list-style-type: none"> • Interact effectively and enthusiastically with children. • Motivate children, engaging them in learning activities. 	Ability to work without supervision Ability to work as part of a team Knowledge of Curriculum for Excellence and other current national guidelines Experience in delivering a child centred curriculum	✓ ✓ ✓ ✓	

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<ul style="list-style-type: none"> • Support children’s participation in learning experiences appropriate to their needs. • Contribute to the organisation and implementation of a wide range of learning activities (including out-of-establishment visits), and the achievement of appropriate learning outcomes. • Promote and value each child and support their welfare, including their personal, social and emotional wellbeing. • Promote equality and awareness of cultural diversity, ensuring that every child experiences a fair and friendly environment. • Comply with and implement Child Protection procedures. • Carry out personal care/cleaning tasks approximating to the home care of nursery age children. • Look after the physical needs of children, including escort duties, where appropriate. <p><u>Assessment and Monitoring</u></p> <ul style="list-style-type: none"> • To observe and assess children and their progress in the course of interaction and respond appropriately. • To record observations regularly, contributing to children’s personal learning plans or other profiles where appropriate. • Report on observations/concerns in relation to children and their development at team meetings. • Contribute to the evaluation of the work of the team, and to participate in activities which support evaluation of the establishment’s work. • Assist the Manager in monitoring the work of the establishment. <p><u>Liaison/Communication</u></p> <ul style="list-style-type: none"> • Promote parental participation and effective partnerships with parents and the community, including where appropriate home visiting. 	<ul style="list-style-type: none"> Knowledge of child protection policies Ability to develop supportive professional relationships with families which identify and build on strengths 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 lead staff in following hygiene procedures Experience of working with parents and supporting or leading parenting programmes and interventions Expressed interest in professional development Knowledge of practice and theory in relation to child development Evidence of additional learning or qualifications in early years childcare and education e.g. PDA Demonstrate the ability to engage and work with service users who have complex needs and difficulty in engaging with services Demonstrate ability to work creatively and flexibly to meet the varying needs of the client group 	<ul style="list-style-type: none"> ✓ ✓ 	<ul style="list-style-type: none"> ✓ ✓ ✓ ✓ ✓ ✓ ✓ ✓ ✓ ✓ ✓ ✓

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<ul style="list-style-type: none"> • Conduct parent/carer interviews where appropriate, with respect to a wide range of issues. • To liaise with parents on day-to-day matters concerning their children’s welfare and development and to offer appropriate support. • Liaise with staff working at other stages, including pre early learning and childcare and early years of primary education, to promote continuity, in particular for children at points of transition. • Work with staff both within and beyond the establishment and to promote the development of children and families. • Contribute to and, as appropriate, to lead team meetings. • Establish positive working relationships with other staff, parents, carers and children. • Work with groups of parents on various issues, e.g. supporting quality parenting. <p><u>Planning</u></p> <ul style="list-style-type: none"> • Lead Early Years Officers in planning all aspects of children’s development, learning and welfare. • Lead and contribute to planning and record activities for individual children to extend their learning experience. • To prepare, administer and maintain materials and equipment to provide a stimulating learning environment on a day-to-day basis. • To take responsibility for ensuring that materials are maintained to an appropriate standard and requisition new materials where appropriate. <p><u>Management and Supervision</u></p> <ul style="list-style-type: none"> • Supervise the work of Early Years Officers, and others working within the Nursery. 			

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<ul style="list-style-type: none"> • Supervise students and contribute to their support and training when on placement, including report writing as appropriate. • Ensure that sufficient staff are available to meet pupils' needs in line with Care Inspectorate and Fife Council standards, where appropriate. • Make day to day decisions to ensure the efficient and safe running of the establishment. 			
Regularly take responsibility for the daily shift patterns of the service, including early start and late finish.	Highly developed communication skills	✓	
Work with others to identify and provide opportunities for staff to participate in appropriate professional development.	Ability to write reports and children's records	✓	
Contributing to the development of evaluation of work and evidencing outcomes for families.	Ability to work effectively within a multi-disciplinary team		✓
To contribute to the development of a high quality, professional children and families service.	Demonstrate a positive attitude and enthusiasm	✓	
Work in collaboration with team members and adult education providers to organise needs led adult education programmes.	Ability to work closely with parents		✓
Lead others in maintaining good order in the establishment and safeguarding health and safety, particularly in respect of children.	Interest and skill in developing students		✓
Participate in continuing professional development.	Interest in leading parent groups and supporting volunteers		✓
The post holder will be required to work frequently without supervision.	Ability to provide a regular and effective service	✓	
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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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.			
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 		