



Role Profile

Senior Early Years Officer

Reference No.	AA528	Type	Individual
Service	Education and Children's Services Directorate		
Job Family	Para-Professional	Grade	FC7

Purpose

As a member and, on occasions, leader of a team, to support the delivery of a broad and balanced early years curriculum within a caring, safe, and welcoming environment which enables each child to achieve their potential.

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.

Task or Responsibility - For this role, there is an expectation that all, or a combination, of the following will be undertaken:

Promoting Children's Learning, Development and Welfare

Model good practice in promoting children's learning, development and welfare and interact effectively and enthusiastically with children

Motivate children, engaging them in learning activities and support children's participation in learning experiences appropriate to their needs

Contribute to the organisation and implementation of a wide range of learning activities (e.g. 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

Person Specification: Skills, Knowledge, Qualifications or Experience - Criteria can apply to more than one task or responsibility

	E	D
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	✓	
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	✓	

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<p>Promote equality and awareness of cultural diversity, ensuring that every child experiences a fair and friendly environment</p> <p>Implement and ensure compliance with Child Protection procedures</p> <p>Carry out personal care/cleaning tasks approximating to the home care of nursery age children</p> <p>To look after the physical needs of children, including escort duties, where appropriate.</p>	<p>Experience of working with young children in a formal setting</p>	✓	
<p>As the key worker, observe and assess children and their progress in the course of interaction and respond appropriately</p> <p>Record observations regularly, contributing to children's personal learning plans or other profiles where appropriate</p> <p>Plan and record activities for individual children to extend their learning experience</p> <p>Liaise with parents on day-to-day matters concerning their children's welfare and development and to offer appropriate support</p> <p>Report on observations/concerns in relation to children and their development at team meetings</p> <p>Contribute to the evaluation of the work of the team, and to participate in activities which support evaluation of the establishment's work</p> <p>Monitor the evaluations of Early Years Officers and give feedback</p>	<p>Highly developed communication skills</p> <p>Ability to write reports and children's records (Embrace Technology & Information - See How We Work Matters Framework)</p> <p>Experience or working with children under 3 years of age</p> <p>Experience working with a range of support agencies to support children and families</p> <p>Experience of working with parents and supporting or leading information sharing sessions on a range of topics/issues (Deliver Results)</p>	✓	✓ ✓ ✓ ✓
<p>As necessary, co-ordinate the work of Early Years Officers in liaising with a range of people, including parents, professionals and so on.</p>	<p>Knowledge of Curriculum for Excellence</p>		✓

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<p>Assist the Manager in monitoring the work of the establishment.</p> <p>Promote parental participation and effective partnerships with parents and the community, including where appropriate home visiting</p> <p>Conduct parent/carer interviews where appropriate, with respect to a wide range of issues</p> <p>Liaise with and develop positive and productive relationships with professionals from a wide range of agencies, including health and social work and contribute to joint reports, review meetings or case conferences as appropriate</p> <p>Liaise with staff working at other stages to promote continuity, in particular for children at points of transition</p> <p>Work with staff to promote the development of children and families</p> <p>Contribute to and, as appropriate, to lead team meetings</p> <p>Establish positive working relationships with other staff, parents, carers and children</p> <p>Work with groups of parents on various issues, e.g. supporting quality parenting.</p>	<p>Ability to work effectively within a multi-disciplinary team (Work Together)</p> <p>Knowledge of How Good Is Our Early learning and Childcare (HGIOELC)</p> <p>Experience in delivering a child centred curriculum</p> <p>Knowledge of child protection policies</p> <p>Knowledge of the Birth to Three curriculum and relevant training</p> <p>Ability to work with vulnerable children and families (Take Ownership)</p> <p>Detailed knowledge of care and welfare procedures</p> <p>Ability to work closely with parents</p> <p>Interest and skill in developing students and in leading parent groups and supporting volunteers (Focus on Customers)</p>	<p>✓</p> <p>✓</p> <p>✓</p> <p>✓</p> <p>✓</p> <p>✓</p> <p>✓</p> <p>✓</p> <p>✓</p>	<p>✓</p> <p>✓</p> <p>✓</p> <p>✓</p> <p>✓</p> <p>✓</p> <p>✓</p> <p>✓</p>
<p>Supervise the work of Early Years Officers, and others working within the Nursery</p> <p>Organise aspects of staff deployment and time-tabling, including where appropriate home visits</p>	<p>Ability to lead staff in following hygiene procedures</p> <p>Experience of leading a team</p> <p>Ability to lead workshops particularly for colleagues</p>	<p>✓</p> <p>✓</p> <p>✓</p>	<p>✓</p> <p>✓</p> <p>✓</p>

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<p>Work with others to identify and provide opportunities for staff to participate in appropriate professional development</p> <p>Ensure that sufficient staff are available to meet pupils' needs in line with Care Commission and Fife Council standards, where appropriate</p> <p>Supervise students and contribute to their support and training when on placement, including report writing as appropriate</p> <p>In the short-term absence of the manager, make day to day decisions to ensure the efficient and safe running of the establishment. Lead others in maintaining good order in the establishment and safeguarding health and safety, particularly in respect of children.</p> <p>liaise with the Manager, to lead Early Years Officers in planning all aspects of children's development, learning and welfare</p> <p>Prepare, administer and maintain materials and equipment to an appropriate standard and requisition new materials where necessary to provide a stimulating learning environment on a day-to-day basis</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"/>	

Additional Information – the following information is available:

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

Registration with Scottish Social Services Council (SSSC) is essential.

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