

JOB DESCRIPTION

Post title	Early Years Practitioner / Nursery Nurse Special Schools, Specialist Provision and Services
Division / Section	Schools and Lifelong Learning / Early Years
Department	Children, Education and Justice Services
Responsible To	Head Teacher/Head of Centre/Business Manager

Purpose of Job

To provide a service compatible with good practice in the education and care of children and young people within the policies and systems laid down by the Council and Education Department and the Care Inspectorate.

To work as an effective member of a Multi Disciplinary or other Team promoting a stimulating environment which balances education and care for children and young people. Meeting children's individual needs and those of their families, enabling each individual to achieve their potential.

Work as a team member and establish good and effective relationships with children, young people, staff and parents.

Major Tasks

Contribute to the delivery of an effective education and care service in line with the pre-determined policies and procedures of the Council. Work as a team member and establish good and effective relationships with the children, young people, staff and parents.

Contribute to programmes of work for children with additional support needs and help to assess their effectiveness

Create a supportive and caring ethos in which individual children and young people are encouraged and supported to develop self-esteem, self-confidence and respect for others.

Provide an appropriately challenging and stimulating educational environment where individual children and young people are encouraged to reach their full potential.

Job Activities

Where appropriate act as a key worker for a designated individual or group of children and young people by taking the lead responsibility for them, ensuring they are comfortable and secure in their surroundings and are afforded every opportunity to acquire and develop skills appropriate to their

age and ability. In doing so being sensitive to circumstances at home and in the family by working in partnership with parents/carers in the care/education of their children and young people.

Contribute to the building of developmental profiles of children and young people in an educational setting through the use of observations and other appropriate methods of assessment, recording results, being jointly responsible for maintaining records pertaining to each individual" care and development, recognising that such profiles are available to parents and appropriate colleagues and other professionals with parental approval.

Participate in discussions and other forms of communication with parents to ensure they are kept informed about their children's progress.

Support children and young people in using ICT as part of their learning. Use ICT where relevant in preparing resources and other work-related activity.

Undertake routine administration tasks such as photocopying, collecting and keeping simple records of class monies, etc.

Staff may find from time to time that they are responsible for the collection of money (snack, outings, fundraising and enterprise).

On an individual and/or team basis be aware of and act on, any additional support needs, for example learning, dietary, medical, emotional and/or behavioural and provide appropriate care/support through implementation of individual care/learning plans, with the guidance of the Headteacher/teacher/Centre Manager of his/her deputy and within the policy guidelines of the Council e.g. Behaviour Management. Work collaboratively within a multi-disciplined team (e.g. speech and language therapist, physiotherapist, occupational therapist).

Many of the children have physical disabilities and require careful handling. Some have challenging behaviours that means that staff have to be alert and ready to respond to sudden outbursts of aggression

Be committed to working in an environment which promotes social inclusion and be aware of the particular requirements of children and young people with additional needs.

To promote equality and be aware of diversity issues ensuring that every child and young person experiences a supportive and caring ethos.

Be actively involved in a programme of development with individuals in relation to their self-help skills, toilet training, toileting, dressing skills, personal care, eating skills and mobility training. Where children and young people have not yet developed these skills provide care and support or them.

Encourage children and young people's language and communication development and be aware of ways to stimulate language and communication through play, books, stories, alternative communication systems and by personal interaction.

Encourage children and young people's development in other curricular areas where relevant, including outdoor learning.

As an individual or as a part of a team be responsible for setting up equipment and working with children and young people in both indoor and outdoor play areas, set up and clear playroom, classroom and outdoor play areas.

Contribute to the care and maintenance of equipment and apparatus including visual and aural aids.

Assist in securing a safe, secure and hygienic environment for children and young people.

Staff are required to undertake the food hygiene course regularly and be aware of children with special dietary requirements

Encourage children and young people to participate in the preparation of snacks and simple meals and when involved in supervising mealtimes, be aware of the emotional, personal and social developmental opportunities this presents.

Participate in the wider work with parents and where considered appropriate, take a lead role in this work.

Attend to the immediate/basic need for comfort and care of children and young people when injured/ill, completing appropriate record according to Council policy.

Provide visiting specialists with information for their records.

Adhere to the Council Policy and Procedures on Child Protection.

Participate in staff development and review.

Participate in appropriate staff meetings and training sessions in order to ensure the smooth and effective running of the nursery school/class/centre/unit.

Continuously improve his/her individual skills, utilising interests and expertise in music, drama, movement, arts and crafts, literature and environmental studies, or other skills and interests, as appropriate, and use these to assist in the delivery of the curriculum.

Undertake a programme of continuing professional development activity, in line with Council policies and procedures, based on and agreed plan which will support and improve individual and/or group skill, knowledge and ability in furtherance of the provision of an effective service

Keep professional knowledge up to date including current initiatives and developments.

Supervision and Management of People

Where appropriate provide basic good practice advice and support to learning assistants, Pupil Support Assistants and Modern Apprentice/Trainee Early Years Practitioners.

Work with and support volunteers and students.

Creativity and Innovation

Contribute to the planning and implementation of a curricular programme which meets the needs of the individual and is in line with guidelines and standards, issued by the authority, through attendance at planning meetings, the delivery of agreed programmes of activity and the production of appropriate records/reports and evaluations.

Contribute to the completion of transitional records

Observe record and report on individual children and young people's progress in line with the Council's policies and procedures.

Use observations, in consultation with the Headteacher/teacher/Centre Manager where appropriate, for the development of individual care/learning plans where necessary.

Contribute to the planning and be responsible for small groups of children and/or young people on organised outings and/or escort children on bus runs in accordance with the

Health and Safety Guidelines of the Council including the completion of any necessary documentation.

Contacts and Relationships

Early Years Practitioners are required to develop and maintain positive relationship with children and young people and their parents/carers. Work collaboratively with multidisciplinary team (e.g. speech and language therapist, physiotherapist occupational therapist or any other relevant professional)

Decisions (Discretion)

Liaise and work with parents, other members of multi-disciplinary teams (e.g. education, social work, and health), other establishments and agencies in relation to the delivery of the curriculum and the welfare/development of the children and young people

Decisions (Consequences)

The post holder will be required to refer any difficulties or concerns to their line manager clearly and concisely in line with relevant Council Policies and Procedures.

Resources

Be involved in the purchasing, utilising, maintaining and cataloguing appropriate resources associated with the delivery of the curriculum through e.g. making recommendations on required purchases based on judgements of children's and young people's needs.

Environment – Work Demands

The post holder will work as a member of the team contributing to the decisions regarding the day-to-day activity within the setting.

Environment – Physical

The post holder will be required to undertake physical tasks related to the day-to-day delivery of care and learning to children and young people, as outlined in the Job Activities. These duties will be carried out in accordance with Health and Safety Guidelines.

Much of the work may be at floor level or on small furniture. Staff would be involved in bending, twisting, stooping, kneeling, sitting on the floor and getting down to the child's level. Working outside at times in different weather conditions. Standing for long periods of time, lifting and moving heavy equipment. Staff are required to work in a noisy environment.

Environment – Working conditions

The post holder will be required to provide personal care to the children and young people.

Environment – Work Context

Most work undertaken in the nursery setting, playrooms, classrooms and garden. Some activities as outlined might be undertaken elsewhere in the community,

Knowledge and Skills

HNC Child Care and Education, SVQ Level 3 or Social Services (Children and Young People) SCQF Level 7

The post is subject to a mandatory Health Assessment and PVG scheme membership.

Early Years Practitioners working in services registered with the Care Inspectorate must be registered with the Scottish Social Services Council (SSSC) as Practitioner in the Day Care of Children, **without conditions** prior to appointment or begin registration within 3 months of the date of your appointment and maintain registration throughout the period of employment

This post is considered Regulated Work with Vulnerable Children and/or Protected Adults, under the Protection of Vulnerable Groups (Scotland) Act 2007. Preferred candidates will be required to join the PVG Scheme or undergo a PVG scheme update check prior to a formal offer of employment being made by the City of Edinburgh Council.

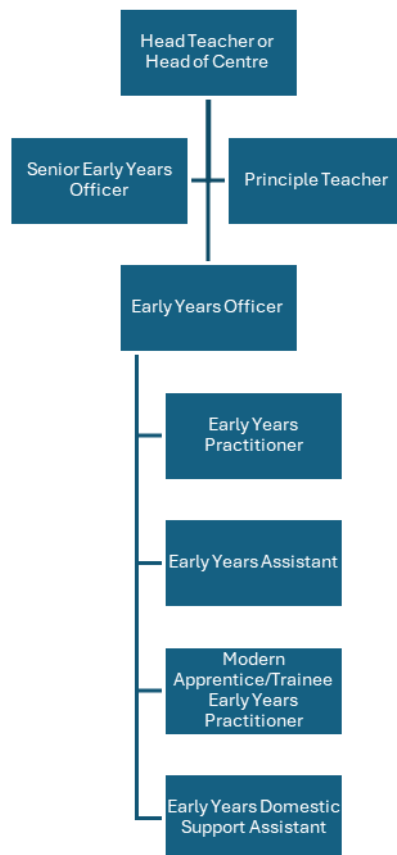
Health and Safety

The Council must abide by relevant health & safety and employment law, as well as the common law duty of care. All members of staff are required take care for their personal health and safety and that of others who may be affected by their actions or inactions. You are therefore required to carry out your duties in a safe manner in accordance with instructions and in compliance with safety rules/procedures, regulations and codes of practice. You are required to advise your line manager if you become aware of any unsafe practice or condition or if you have any other safety concerns and should comply with accident and near-miss reporting procedures.

If you supervise, manage or lead other staff, you are also responsible for ensuring that the Council's operations are carried out in such a way that ensures, so far as is reasonably practicable, the health, safety and welfare of those staff and that of any others who may be affected. You will therefore conduct relevant risk assessments and assign duties with appropriate instructions, in compliance with safety rules/procedures, regulations and codes of practice. You will address and/or escalate any

issues of any unsafe practice, condition or any other safety concerns you identify or that are brought to your attention, taking appropriate advice as necessary and will ensure that accident and near-miss reporting procedures are understood and complied with.

Organisation Structure



Recruitment person specification

Post being recruited for: Early Years Practitioner

Council core competencies

These apply to all posts

Respect	We're inclusive, we promote equality, we treat people with fairness, understanding and kindness, and we consider others in all our decision and actions.
Integrity	We're open and honest, we take responsibility, we build trust, and we pull together to do what's right for our residents, colleagues and city.
Flexibility	We're open minded, we keep it simple, we adapt to provide great service and find better ways of doing things, and we embrace opportunities for shared working and learning.

Person specification

Category	Essential	Desirable
Experience	Experience of working with children (special needs, if applicable)	Experience of contributing to the planning of a curricular programme Experience of planning organised outings Experience of inclusion programmes for pupils moving into mainstream schools
Knowledge, skills and understanding	Ability to work within and across a multi-disciplinary team Ability to make informed decisions Ability to work with children across a nursery &/or primary setting Ability to produce and maintain accurate records relating to a child's development Possess an awareness of up-to-date professional knowledge and current initiatives	

	An awareness of general Health & Safety and Child Protection policies Promotion of equality and an understanding of diversity issues relating to children and young people	
Qualifications and training	HNC in Childcare and Education or SVQ Level 3 or Social Services (Children and Young People) SCQF Level 7.	First Aid certificates PEEP Learning Together
Job specific requirements	Registered with SSSC as a <i>Practitioner in the Day Care of Children</i> , without conditions . Develop effective relationships with children and parents Ability to work in a sensitive and empathetic manner Accurately assess children's behaviour and be able to respond accordingly Ability to create a stimulating environment which assists in the development of language, communication, behaviour and personal care in children Must demonstrate a commitment to continuous personal development Ability to work unsupervised	Ability to effectively handle issues arising with pupils, staff and parents Experience of planning organised outings Experience of inclusion programmes for pupils moving into mainstream schools

Applicants should always check the Job Vacancy for any specific employee specification requirements for the advertised vacancy