

JOB DESCRIPTION

Post title	Early Years Officer
Division / Section	Schools and Lifelong Learning
Department	Children, Education and Justice Services
Responsible To	Head Teacher/Head of Centre/Business Manager
Number of post holders	
Acting up/ Secondment	

Purpose of Job

To provide a service compatible with good practice in the education and care of young children and young people within the policies and systems laid down by the Council, the Children and Families department, Care Inspectorate and the SSSC codes of practice.

The age of children to whom services are delivered will depend on the establishment but may cover children from 0-8 years old.

The principles of the Getting It Right for Every Child (GIRFEC) programme will underpin the postholder's work e.g. putting the child at the centre; keeping the child safe; taking the whole child approach; working in partnership with families; co-ordinating help from across services and other professionals.

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

Major Tasks

Act as 'Key Worker' for a group of children and in partnership with their families/carers to provide a service, in consultation with other staff/agencies

Assess and review the needs of individual children using agreed criteria to set objectives for each child. Develop appropriate plans as required. E.g. Care plan, Personal Learning Plans, Individual Education Plans, etc

Work as part of a team to plan and manage the workload. Input to the development and implementation of an appropriate curriculum in response to the requirements of the Birth to Three Framework and Curriculum for Excellence.

Support parents and carers in their parenting role and assist in the development of skills needed to ensure positive outcomes for children.

Job Activities

The Early Years officer will act as key worker to individual children in the provision of the following services:

- Delivery of the Pre-Birth to 3 and Curriculum for Excellence in group care settings and also outreach.
- Promotion of welfare and wellbeing of children, including child protection
- Supporting parents in a range of ways such as running parenting groups and advising parents how to care for their children.
- Liaison with other staff and organisations to ensure that individual children are kept safe and input to the development of appropriate care packages.
- Work in partnership with other agencies within local authority, health and the voluntary sector, to meet the needs of children and their families.

In respect of Children with Additional Needs children such as cerebral palsy, autism, behavioural problems:

- work on a 1:1 basis with the child in collaboration with parents and other professionals in developing an all-round personal developmental programme
- promote and support, when possible, their inclusion into mainstream groups.

Assess and monitor families as requested where concerns have been raised in respect of child protection and/or parent's problematic lifestyle, this may include supervising parent and child contact as required.

As an experienced practitioner, the EYO will support and mentor other staff within the team

Where appropriate provide personal care for babies and children, including toileting, bathing and feeding. Administer medication as required within Departmental policy. Maintain first aid/medical records

Develop and maintain strong, collaborative and positive partnership working arrangements with other key professionals and agencies.

Promote the welfare and wellbeing of children. Understand and follow Child Protection guidelines.

Understand the effects of and commitment to inclusion, diversity, social justice and anti-discrimination.

Where appropriate, coordinate attend and contribute to Childs Planning meeting and other reviews of children for whom the postholder is the keyworker.

Build effective and sensitive transition programmes/arrangements for children and parents/carers from home into the centre and centre into nursery or school.

Write reports e.g. transition reports, progress reports for parents and where appropriate reports to case conferences.

Assist in the management of records using required IT systems.

Promote confidence and wellbeing by assisting parents to access appropriate services such as health care and skills training.

Engage and involve parents/carers, families and local communities in the life of the service e.g. by making visits and trips, sharing facilities, open days.

Where appropriate undertake outreach work in parents'/carers' own homes to advise and support the family on a range of issues affecting their lives. Where appropriate undertake risk assessments on initial home visits.

Participate in self evaluation information, improvement planning, including identifying and responding to identified gaps in service provision.

Work with multidisciplinary teams e.g. health visitor, occupational therapy etc to plan, structure and evaluate support for individual children.

Contribute to a learning community including supporting and mentoring other staff in the team, and giving support to students learning in the workplace

Write reports and, when required attend court, children's hearings, case conferences, review meetings, and discussions with other professional workers (e.g. speech therapists, clinical medical officers, health visitors, clinical psychologists, and paediatric occupational therapist).

Supervision and Management of People

Supervision of students undertaking early year's studies: support to voluntary helpers, secondary school pupils on community placements and other students as required such as Social Care students. As an experienced practitioner, will support and mentor colleagues in the team.

Creativity and Innovation

Identify appropriate assessment approaches to track children's progress, inform future learning, development and care plans for all children individually.

Provide an effective learning environment which nurtures, motivates and engages children in the active learning process.

Create an exciting learning and development environment which engages children and their parents/carers and builds positive relationships between staff, children and parents/carers.

Identify, encourage and support for creativity and innovation in the local community eg Eco Schools, Green Flag Awards.

Produce appropriate personal learning opportunities for all children which provide for progression in learning, and which recognises the widest possible range of achievement.

Develop solutions in conjunction with colleagues, other services and families to meet the needs of the child and their family.

Contribute to the planning, development and delivery of centre based and community outreach-based services e.g. PEEP, Toddler groups and other parent activities

Contacts and Relationships

Daily 1-1 contact with children delivering the appropriate curriculum, assessing their learning, monitoring their health and wellbeing and planning for the next stages of learning

Promote children's emotional wellbeing through modelling, e.g. use of praise and encouragement, positive feedback

Assessing parent and child relationships and reporting to referring agencies through written reports, SWIFT records and reports, and attendance at reviews, case conferences, children's hearings and court attendance.

Daily contact with parents and carers particularly those who are harder to reach. Engaging in regular feedback about their children and providing advice, guidance, information, support, crisis intervention, group work to parents, grandparents and carers.

Build positive and trusting relationships and trust with children and families.

Members of the Centre Management Team keeping them informed of family's progress, centre issues and feedback from community groups.

Other Children and Families colleagues, staff within Health and Social Care and a range of other professionals, voluntary agencies, community groups and parents and families. Organising and attending reviews and attending multi agency meetings to feedback assessments and reports on children progress, health and wellbeing

Decisions (Discretion)

Undertake day to day decisions with children and their families in a group or one to one situation.

The EYO must demonstrate the independent application of professional skills and knowledge and use considerable initiative in carrying out day to day tasks such as observations of children and decisions regarding children's learning, safety and wellbeing.

Decisions on appropriate methods and techniques of work with children and families including delivery of the curriculum.

Contribute to the decisions regarding planning and development of the service quality improvement planning.

Determining and implementing appropriate plans e.g. Child's plan, Personal Learning Plans (PLP), Individual Educational Plans (IEP) to meet the needs of children and their parents/carers in order to ensure the wellbeing of children and support of parents/carers.

Decisions (Consequences)

The impact of children's early years upon their lifelong health and wellbeing is widely recognised. The EYO will be responsible for the immediate impact on the care and development of individual children, and this will have long term consequences. They will plan, monitor and report on children's progress to provide support to prevent or mitigate difficulties.

The EYO will be responsible reporting on whether parents have achieved the objectives agreed in their Childs Plans, and plans agreed with referrers.

Decisions to refer families to other agencies for assistance will be made in discussion with the centre manager.

The EYO will have an awareness and knowledge of risk assessment and child protection issues.

Decisions relating to child protection issues should be reported to the centre manager and child protection procedures instigated.

Engaging with parents where there is resistance to work on identified problems

The post holder will be required to refer any difficulties to their line manager clearly and concisely and work within agreed protocols and procedures

Resources

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

Environment – Work Demands

EYO will be responsible for groups of young children and will be required to balance group and individual needs. They will also have situations where they will need to balance the needs of children with the needs of parents and carers

The post holder may be unit based or on an outreach basis in the family home or in partnership with other services such as schools, health and community education.

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, as outlined in the Job Activities. These duties will be carried out in accordance with the councils 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

Regularly provide personal care for babies and children, including toileting and bathing where necessary, ensuring that the Department's health and safety and hygiene standards are adhered to.

Any work completed in a family home will be carried out through the use of the council's lone working policy and risk assessment procedures.

Environment – Work Context

The post holder will be required to support parents and children, including those who are vulnerable and who may, at times, be challenging. The post holder will be required to have knowledge of Council's Health and Safety Guidelines and Risk Assessment Policy and Procedures.

Provide care and education to children who may demonstrate challenging behaviour due to additional support needs.

Dealing with conflicting needs of parents and children, e.g. parents whose own emotional needs have not been met and are unable to meet their children's needs.

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 either be registered with the Scottish Social Services Council (SSSC) as Practitioner in 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.

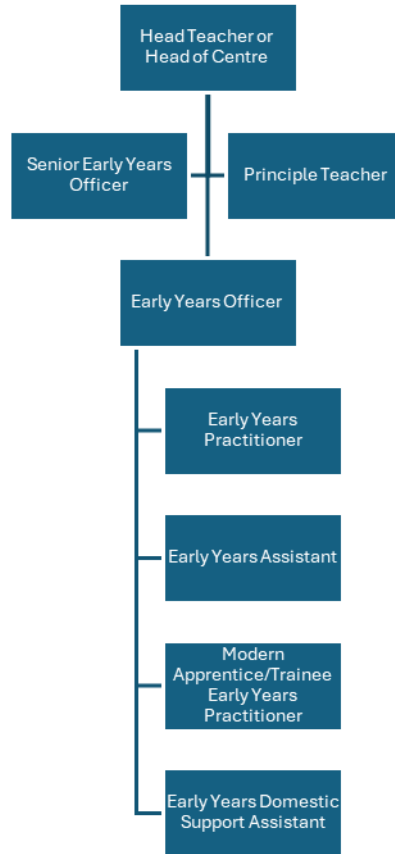
Health and Safety

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 Officer

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	<p>Proven experience in an early year setting</p> <p>Two years post qualifying experience in an early year's setting is essential, ideally where interaction with families is a significant aspect of the role</p> <p>Experience of working with parents and carers</p>	<p>Experience of leading a team</p>
Knowledge, skills and understanding	<p>Knowledge of child development and the care needs of children</p> <p>Knowledge of a Curriculum for Excellence (CfE)</p>	

	<p>Knowledge of Getting It Right for Every Child (GIRFEC)</p> <p>Knowledge of child protection issues</p> <p>Good standard of verbal and written communication</p> <p>Skilled in engaging with children</p> <p>Proven ability to work as part of a team and with other agencies</p> <p>Organisational skills</p> <p>Skills in observations and report writing</p> <p>Staff management skills, or skills transferable</p> <p>Ability to work under pressure</p>	
Qualifications and training	<p>HNC in Childcare and Education</p> <p>or</p> <p>SVQ Level 3 or SCQF Level 7 Social Services, Children and Young People.</p>	<p>Child Protection Certificate</p> <p>HND Childhood Practice</p> <p>PEEP Learning Together</p>
Job specific requirements	<p>Registered with SSSC as a <i>Practitioner in the Day Care of Children</i>, without conditions</p> <p>Interpersonal understanding</p> <p>Flexibility</p> <p>Emotional awareness</p> <p>Self confidence</p> <p>Team working</p> <p>Working within professional boundaries and be able to respond accordingly</p> <p>Ability to create a stimulating environment which assists in the development of language, communication, behaviour and personal care in children</p>	

Must demonstrate a commitment to continuous personal development

Ability to work unsupervised

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