

POST TITLE	SENIOR EARLY YEARS INTERVENTION OFFICER
DIRECTORATE	CHILDREN, EDUCATION AND JUSTICE SERVICES
SERVICE	SCHOOLS AND LIFELONG LEARNING
RESPONSIBLE TO	SCHOOLS AND LIFELONG SERVICE MANAGER
NUMBER OF POST HOLDERS	1
ACTING UP/ SECONDMENT	NO

PURPOSE OF JOB

The Senior Early Years Intervention Officer will be a member of the central Early Years team and will work across a number of identified Early Learning and Childcare settings, to support and improve quality of learning experiences for the children within the identified settings who face the greatest disadvantage. The purpose of this post is to:

- To provide the children who face the greatest disadvantages with increased access to highly qualified staff with expertise in early childhood learning and development.
- To provide additional support/interventions for those children who need it most to help close the poverty related attainment gap.
- To help narrow the poverty related attainment gap that opens up before children start primary school
- Developing high quality relationships and interactions with children that promote health and well-being and support learning and development.

MAJOR TASKS/JOB ACTIVITIES

Work directly with identified children across a range of settings

Develop strong supportive relationships with the children in the settings

Support development of inclusive and nurturing approaches

Support curriculum development in particular a focus on literacy, numeracy and health and wellbeing through play-based approaches with identified children

Monitor and support the evaluation and reporting of children's progress

Develop strong, open and productive relationships with practitioners within the settings

Act as a model of good practice and strong pedagogy

KNOWLEDGE AND SKILLS (E.G. CREATIVITY & INNOVATION, CONTACTS & RELATIONSHIPS, DECISION MAKING)

Be educated to degree level or must working towards and obtain a degree level within an area related to early childhood learning and development which accords with the requirements of the Standard for Childhood Practice and meet SSSC registration requirements/ GTCS registration.

Be registered with the Scottish Social Services Council (SSSC) without conditions/GTCS registered prior to appointment or register within 6 months of the date of your appointment and maintain registration throughout the period of employment

Be able to deliver the pre-birth to three and curriculum for excellence, through support to parents in looking after their children in their own homes and in the establishments

Ensure that a culturally sensitive approach is taken to early learning, development and care, ensuring that GIRFEC principles underpin their work at all times.

Have an ability to motivate, initiate and develop new ideas and approaches along with an ability to support staff in effecting changes within the department.

Use resources imaginatively, using different approaches e.g. curriculum development and delivery, group work, develop tailored packages of care based on a needs assessment of the child and their family and engage parents

Have a high degree of self-motivation and an ability to look for imaginative options and solutions.

Contribute to the identification of gaps in services and service delivery and to respond creatively.

Plan, track and report on progress of individual children

Key role is contact with identified children attending the setting. Promoting children's emotional wellbeing through interventions and modelling, e.g. use of praise and encouragement, positive feedback.

Responsible for the impact of interventions on the care and early learning of individual children

There will be regular contact with the Central Early Years Team and the peripatetic team of intervention officers.

ENVIRONMENT (WORK DEMANDS, PHYSICAL DEMANDS, WORKING CONDITIONS, WORK CONTEXT)

The SEYIO will have a specific workload as part of the central peripatetic intervention team as agreed by the Senior Education Manager for early Years. The workload will consist of direct work with children and families, out with the child staff ratio.

Allocation of this work is reviewed on a regular basis within the central Early Years team.

The focus of the work will respond to the changing needs and demand of the service as determined by the national and local strategic plans and priorities.

The SEYIO will undertake physical tasks which are consistent with the care and delivery of services to young children as well as operate within an office environment

The work will take place within identified settings as determined by the central Early Years team.

The SEYIO will support parents and children, including those who are vulnerable and who may, at times, be challenging. Some aspects of the work may have the potential to affect the SEYIO's emotional well-being for instance;

- Working with parents who are verbally abusive, angry, suffering from mental health problems
- Listening to difficult and traumatic disclosures from parents and children
- Working with people, daily, who are suffering from personal distress, trauma, depression, mental health difficulties, illness, loss, poverty, drug and alcohol misuse, living with neglect, suffering from abuse, homelessness
- 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.

The SEYIO will receive support from the central Early Years team and the Leadership team within individual settings

SUPERVISION AND MANAGEMENT OF PEOPLE

There is typically no supervision of staff required in the role

RESOURCES

The post holder will have responsibility for identifying and advising on resources relating to specific interventions

HEALTH AND SAFETY

Protecting the health and safety and welfare of our employees, and our third parties including members of the public, contractors, service users and pupils, is the starting point for a forward-thinking Council.

All employees are responsible for:

- Taking care of their own health and safety and welfare, and that of others who may be affected by their actions or omissions.
- Co-operating with management and following instructions, safe systems and procedures.
- Reporting any hazards, damage or defects immediately to their line manager; and
- Reporting any personal injury and work-related ill health, and accident or incident (including 'near misses') immediately to their line manager, and assist with any subsequent investigation, including co-operating fully with the provision of witness statements and any other evidence that may be required.

Line managers have additional responsibilities for ensuring all health and safety risks under their management are identified, assessed and controlled, with specialist input from H&S Advisers and others including Occupational Health where required. Where the risks cannot be adequately controlled the activity should not proceed.

Additional information can be found in the [Council Health and Safety Policy](#).

Recruitment person specification

Post being recruited for: **Senior Early Years Intervention Officer**

Council behaviours

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>Working within an Early Learning and Childcare (ELC) setting showing an enthusiasm for Early education</p> <p>Planning and delivering high quality learning opportunities /experiences for young children</p> <p>Empathy for young children use of GIRFEC principles to underpin practice</p> <p>Building the Ambition and HGIOELC to support and develop high quality pedagogy</p>	<p>Working within a range of Early Learning and Childcare settings</p> <p>Knowledge and understanding of Council and National Early Years policies and strategies, including expansion to 1140 hours</p> <p>Leading a team</p> <p>Organising and motivating others</p> <p>Curriculum development</p>

Knowledge, skills and understanding	<p>Team working within the ELC setting</p> <p>Working with partners, carers and families to support young children</p> <p>Commitment to continued development of professional learning</p>	
	<p>Early Years child development</p> <p>Good understanding of Curriculum for Excellence Early Level, Pre- Birth to Three</p> <p>Understanding of current Early Years pedagogy</p> <p>Excellent communication and interpersonal skills to support building positive relationships with children, parents/cares and colleagues</p> <p>Good planning and organisational skills</p> <p>Ability to work cooperatively with colleagues</p> <p>Personal qualities including – enthusiasm, commitment, approachability, innovation, reliability and understanding of the importance of confidentiality</p> <p>Ability to carry out small projects with little supervision.</p> <p>Excellent organisational skills</p> <p>Knowledge and understanding of Council and National Early Years policies and strategies, including expansion to 1140 hours</p> <p>Ability to manage change, to introduce new initiatives and revise systems and processes</p> <p>Excellent communication skills, verbal and written</p>	<p>Interventions that support young children's literacy, numeracy and health and well-being</p>

Qualifications and training	Hold a relevant National Certification level qualification, or an appropriate recognised business-related qualification, or have exceptional experience in office administration	
Job specific requirements	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.	
Applicants should always check the Job Vacancy for any specific employee specification requirements for the advertised vacancy		