

POST TITLE	EARLY YEARS HEAD OF CENTRE
DIRECTORATE	EDUCATION & CHILDREN'S SERVICES
SERVICE	EARLY YEARS
RESPONSIBLE TO	EARLY YEARS AND CHILDCARE MANAGER
NUMBER OF POST HOLDERS	
ACTING UP/ SECONDMENT	

PURPOSE OF JOB

To ensure the effective delivery, management, co-ordination and development of integrated, flexible learning and care services for children 0 - 8 years.

THE WHAT - MAJOR TASKS/JOB ACTIVITIES

Be accountable for the day-to-day operation and leadership of the setting, the delivery of the highest quality skilled Early Learning and Childcare (ELC) provision to secure the best possible outcomes for the children, working in partnership with parents and carers.

Have daily contact with children guiding and promoting high quality play and pedagogy.

Demonstrate vision, energy and drive in all aspects of practice.

Have overall responsibility for the running of the setting and its services under the direction of the Early Years and Childcare Management Team.

Implement National Care Standards in accordance with Care Inspectorate and Education Scotland and ensure delivery is consistent with SSSC Code of Practice.

Apply management guidance, codes of practice, HR policies and Health and Safety and employment legislation.

Implement current legislation comply and demonstrate competence in ensuring for example equality and diversity, equity, UNCRC, anti-discriminatory practice.

Implement the principles of Getting It Right for Every Child and child protection procedures.

Ensure the effective planning and delivery framework Realising the Ambition and Curriculum for Excellence is followed to improve practice.

Ensure the use of appropriate approaches to track children's progress, inform learning.

Steer and develop plans for service delivery in the setting and in partnership with the community.

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

Be required to hold a BA in Childhood Practice, or relevant childcare/education/teaching qualification equivalent to SCQF level 9.

Be subject to disclosure checks or new PVG scheme qualification experience with children.

Be required to register with the Scottish Social Services Council (SSSC) prior to appointment or register within 6 months of the date of appointment and maintain registration throughout the period of employment.

Have extensive experience of early years practice including extensive knowledge and theory of national and local guidelines.

Have management and leadership experience within an early year setting.

Ensuring robust self-evaluation and continuous improvement including use of performance management framework.

Ensure regular feedback with parents/carers about children's progress and provide guidance and information as required.

Promote the engagement and involvement of parents, carers, families in the local, community, in the life of the setting.

Regular partnership working with parents and carers to ensure appropriate service delivery, including when dealing with crisis intervention and complaints which can be complex and contentious and require support and sensitivity.

Where possible, achieve early resolution to complaints from service users and others, in line with the Council's complaints procedure.

Occasionally carry out collaborative work with professionals from other authority and develop partnership working with training providers.

Communicate effectively with public green spaces.

Support the development of the learning community 0-6.

Provide strategic direction to the team in taking forward the national and local frameworks and strategies.

Develop plans for service delivery in the centre and to the community.

Identify gaps in the service, analyse management information and allocate resources effectively.

Ensure robust self-evaluation and continuous improvement in service planning.

Encourage and support creativity and innovation in the local community

The overall operational management decisions for the centre and all staff working there.

Lead decisions on the nature and level of service provided to children and their families that are consistent with assessment of need.

Lead regular decisions on complex issues related to children and their families e.g. child protection or support needs.

Lead development of local policy and procedures in line with national and Council policies and procedures.

Lead the deployment of staff and other resources will affect the positive impact of services for children and their families in terms of their learning and wellbeing.

Lead effective and efficient delivery of the service within the councils' allocated budgets.

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

Undertake physical tasks which are consistent with the care and delivery of services to young children as well as operate within an office environment and public green spaces

Crisis manage emergency situations and prioritize workload e.g. your response to fire or intruder would result in flexibility of workload.

Respond to the changing needs and demands of the service as determined by the national and local strategic plans and priorities.

Ensure flexibility, accessibility and affordability of childcare in line with direction of local authority provision.

Ensure building grounds and equipment are in good repair.

Manage finance and use of resources and monitoring of financial performance.

SUPERVISION AND MANAGEMENT OF PEOPLE

Have overall leadership and management responsibility for approx. up to 40 staff but will delegate management tasks to the Senior Early Years Officers as appropriate. The number of staff is determined by the level of service being delivered and will include Senior Early Years Officers, Early Years Officers, Early Years Practitioners, Early Years Assistants, Clerical staff and domestic support staff.

Daily contacts with members of the staff team providing leadership, strategic direction, mentoring and coaching and ensuring the smooth effective delivery of the service.

RESOURCES

Projecting spend of the setting's budget, (including staffing budget, charitable donations and community grants through the council's financial management system).

The building, surrounding grounds, equipment, furnishing and supplies.

Supplies including ICT and office equipment.

Have overall responsibility for a non-staffing budget of up to approx. £35,000.

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: Head of Centre – Forest Kindergarten

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	Substantial experience in a management role in an early years setting Leadership experience and ability, demonstrated through effective team management or service development Experience of innovative and integrative practice development relating to child development Experience of developing exciting learning and development environments for young children drawing on a range of theoretical disciplines	Lead a six-week block of Forest School with a client group of early years children

	Experience and demonstrated commitment to working in partnership with families to increase family opportunity Experience of supporting families and children living in difficult circumstances Experience of delivering effective transition arrangements and programmes for children from home into centre and from one centre to another	
Knowledge, skills and understanding	Critical understanding of the principles, themes and concepts of leadership and management practice Knowledge of the legislation and international, national and local policy framework for children and child protection i.e. Health and Safety, Child Protection etc Demonstrated commitment to active involvement in the local community Knowledge and experience of working actively and collaboratively with key partners and other professional staff and interagency approaches Knowledge and experience of the assessment framework for children and families Awareness and delivery of the current frameworks for learning and development including Pre - Birth to Three and Curriculum for Excellence Knowledge of theories and principles required to analyse and critically evaluate programmes of learning and development Experience of delivering effective transition arrangements and programmes for children from home into centre and from one centre to another	Knowledge and understanding of managing and supporting outdoor provision, the challenges and opportunities this poses

	Knowledge of Getting It Right for Every Child (GIRFEC) Knowledge of child protection issues Knowledge of National and Edinburgh's Early Years Strategy	
Qualifications and training	Early Years advanced qualifications e.g. BA Early Childhood Studies, PDA Level 9 A practice qualification must also be held. (HNC or SVQ) Meet SSSC requirements for registration as manager without conditions	Child Protection Certificate Level 3 Forest Leader Forest Kindergarten Practitioner training Forest Schools Training
Job specific requirements	Excellent communication abilities in dealing with a wide range of people Skilled in engaging with children Ability to work under pressure Ability to think strategically considering the needs of the establishment in the context of current developments Ability to support staff through the process of change 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.	

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