

POST TITLE	MODERN APPRENTICE EARLY YEARS PRACTITIONER
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

To gaining an SVQ3 – Social Services (Children and Young People)

This post is open to applicants who have left school in the last three years. The Council is committed to assisting people within the local area by providing the opportunity to gain skills and knowledge in the world of work through our Modern Apprenticeship Training Programme. Modern Apprenticeships (MAs) offer new entrants to the labour market the chance of paid employment combined with the opportunity to do training relevant to the occupational area.

This post provides the opportunity to gain nationally recognised qualifications that help kick-start a career without having to study full-time.

As a Modern Apprentice Early Years Practitioner you will be required to contribute to the provision of 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.

Under supervision you will be trained 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.

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

MAJOR TASKS/JOB ACTIVITIES

To work under limited supervision and be trained to work alongside the qualified Early Years Practitioner in the following 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.

You will always receive support and be expected to work towards, becoming a competent Early Years Practitioner within 2 years of commencing your training. You will work towards an SVQ Level 3 in Social Services (Children and Young People).

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's 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/Head of Centre or 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 must 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 for 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 to ensure the smooth and effective running of the nursery school/class/centre.

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.

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

- You will have a good standard of education.
- The post is subject to a mandatory Health Assessment and PVG scheme membership.
- Trainee Early Years Practitioners working in services registered with SCSWIS, formerly the Care Commission must either be registered with the Scottish Social Services Council (SSSC) prior to appointment or register within 6 months of the date of your appointment and maintain registration throughout the period of employment.

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

You are not required to supervise or manage others and will be under the direct supervision of a workplace supervisor.

Modern Apprentice 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)

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.

Modern Apprentice Early Years Practitioners will be required to refer any difficulties or concerns to their line manager clearly and concisely in line with relevant Council Policies and Procedures.

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

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

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.

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

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

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.

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: Trainee Early Years Practitioner

Council behaviours

These apply to all posts

Respect	We are inclusive, we promote equality, we treat people with fairness, understanding and kindness, and we consider others in all our decision and actions.
Integrity	We are 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 are 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	Excellent record for attendance and time keeping.	Experience of good relationships with children.
Knowledge, skills and understanding	Recognising the importance of meeting children's individual learning and care needs. Good verbal and written communication skills.	
Qualifications and training	Standard Grades or equivalent Credit Level English (N5) General Level Maths (N4) and one other Credit Level Standard Grade.	Standard Grades or equivalent Credit Level Maths (N5) SVQ level 2 in Social Services (Children and Young People)

Job specific requirements	<p>Working as part of a team.</p> <p>These posts are considered Regulated Work with Vulnerable Children and/or Protected Adults, under the Protection of Vulnerable Groups (Scotland) Act 2007.</p> <p>From 28 February 2011, 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.</p>	<p>Experience of working with members of the public.</p>
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Applicants should always check the Job Vacancy for any specific employee specification requirements for the advertised vacancy