

EARLY YEARS PRACTITIONER REMIT

Prisons Support, Central and South Scotland

The Early Years Practitioner has responsibility for:

- Supporting the current Early Years Scotland programme as required
- Facilitating play and learning sessions involving prisoners, their partners and young children in a prison setting to promote learning together, social inclusion and a positive start in young children's development
- Promoting the understanding of the importance of play and early education in very young children's learning and development
- Working in collaboration with colleagues at local and national level and participate in working groups as when requested by the Service Manager
- Participating in designated team meetings as agreed by the Service Manager
- Ensuring that all communications are effective, regular, appropriate and comprehensive
- Undertaking any other duties as required
- Compiling, completing and submitting reports and evaluations as required

The Early Years Practitioner will promote and adhere to the values, philosophy and policies of Early Years Scotland at all times.

ACCOUNTABILITY

The Early Years Practitioner is accountable to the Early Years Scotland Board of Directors through the Chief Executive and will be line managed by the Service Manager.

WORKING RELATIONSHIPS

The Early Years Practitioner will:

- Deliver introductory play and learning sessions to families and prison staff
- Plan, deliver and evaluate play activities and sessions for prisoners and their families
- Meet and communicate regularly with the Service Manager and attend regular Review and Planning meetings
- Develop relationships and work in collaboration with the relevant agencies
- Plan, deliver and evaluate play activities and sessions for prisoners and their families

TRAINING AND DEVELOPMENT

The Early Years Practitioner will be given the opportunity to develop professional interests within the limits of time and resources available and in accordance with improving outcomes for young children.

CORE COMPETENCIES

The competencies have been described under three headings: knowledge and understanding, skills and abilities, and values and personal commitment. They are inherently linked to each other and the interrelationship among the three is core to ensuring that the Early Years Practitioner takes appropriate professional action during the course of their work with Early Years Scotland.

Knowledge and Understanding

- Organisational priorities, needs and values
- Organisational policies and procedures governing working practice and performance
- Current policies and framework at national, local and establishment level including Curriculum for Excellence, Pre-Birth to Three Guidance, Building the Ambition, GIRFEC, Early Years Collaborative and other relevant framework and initiatives
- Importance of parent/child attachment
- Agencies providing support to families in difficult circumstances
- Evaluation and monitoring systems
- Organisational publications and resources
- Keep up to date with current sector developments, documents and initiatives

Skills and Capabilities

- Excellent communication (oral, written, ICT presentational)
- Build and maintain effective and positive working relationships
- Provide a range of written reports as required
- Excellent IT skills
- Monitor, evaluate and assess own performance in line with work priorities
- Encourage and foster positive relationship between parents and their children
- Provide relevant information to parents
- Ability to deliver promotional presentation/information sessions to agencies and parents

Values and Personal Commitment

- Show commitment to the values of Early Years Scotland
 - Ensure a highly professional and positive attitude is presented at all times
 - Take responsibility for your own professional learning and value constructive feedback
 - Show a commitment to reflection, self-evaluation and self-development
 - Value, appreciate and respect the contribution of others
 - Show commitment to achieving high standards and objectives which are planned and agreed
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 - Demonstrate flexibility, working on own initiative and self-reliance
 - Observe confidentiality at all times in line with policy
- Value and promote fairness, diversity, social inclusion and anti-discriminatory practice