

**Early Years Practitioner Job Description**

**Purpose of Post**

1. To provide a high standard of physical, emotional and intellectual care for children placed in the setting
2. To give support to other members of staff within the setting
3. To work as part of a team in order to provide an enabling environment in which all individual children can play, develop and learn
4. To build and maintain strong partnership working with parents, to enable children’s needs to be met.

**Responsible to:**

* Triangle Under 5’s Manager
* Senior Playleader
* Triangle Under 5’s Committee

**Main Areas of Responsibility**

* Plan for, assess and evaluate a broad balanced, coherent range of learning experiences that deepen and enhance the development of 2-5 year olds
* Be available at the setting during the agreed hours
* To contribute towards providing a full range of stimulating activities for children as part of their physical, intellectual, emotional, social and moral development
* To encourage the development of speech and language, including the provision of additional assistance and support of those children with additional needs
* To take a wide interest in all subjects, and develop a practical knowledge of a wide range of creative skills
* To attend training as required
* Keep professional knowledge up to date including current initiatives and developments
* To ensure that Triangle Under 5’s conforms to any legislation/guidelines set out by the Scottish Government, Care Inspectorate, and Scottish Social Services Council
* To contribute to a yearly development plan in conjunction with Playgroup Manager, Senior Playleader and Committee Members
* To work closely with the Playgroup Manager, Senior Playleader and Committee, to ensure the smooth running of Triangle Under 5’s

**The Curriculum**

* To plan activities and strategies with the Manager, for the development of the curriculum as set out by the Scottish Executive Curriculum for Excellence
* To ensure proper pupil development by adapting provision according to needs
* To actively participate in the provision of all aspects of the curriculum, including trips
* To develop and maintain, with the manager, children’s Personal Learning Plans using carefully developed child observation skills, to inform practice.
* To keep parents informed of their child’s progress, through daily contact, PLJ’s, My World and parent/staff consultations
* To attend staff meetings in the planning and development of activities and curricular programmes
* To use knowledge and experience to know when to join in, direct or withdraw from activities as appropriate according to eh task in hand, and to impart this knowledge with the team

**Child Protection and Child Welfare**

* To ensure Child Protection Guidelines are followed
* To tend to the needs and personal care of a child as appropriate
* To supervise and attend to the health, welfare and safety of the children at all times
* To escort children as needed, and to assist with the dressing and undressing as appropriate
* To undertake first aid training and administer as needed, keeping in line with Health and Safety Policy and Scottish Executive Guidelines
* To work towards building confidence and self-esteem of each individual

**Generally**

* To contribute positively and fairly in your role at Triangle Under 5’s
* To uphold all policies
* To report any observed difficulties, e.g. Health and Safety issues or breaches of policy
* To promote a professional image at all times
* To undertake routine administration tasks such as photocopying, collecting and keeping simple records of class monies, etc.
* To work with and support volunteers and students on placements
* To be involved in out of work hour’s activities e.g. training, monthly staff meetings, fundraising etc.

**Contacts to include**

* Committee members, playgroup manager, other members of staff, children and parents/carers
* Outside agencies as needed e.g. social workers, health visitors, educational psychologists, speech therapists etc.
* Early year’s development officers, Care Inspectorate, HMIE inspectors, Early Years Scotland
* Staff at other preschool centres and primary schools
* To deal with children, parents, carers, families, students and staff with tact and confidentiality at all times

**Knowledge, Experience and Training**

* Hold or workings towards an NVQ/SVQ level 3/4 or HNC in relevant Childcare qualification
* Must have experience of working with young children that is appropriate to the job at Triangle Under 5’s
* You will be required to register with the Scottish Social Services Council (SSSC) prior to appointment or ensure the registration is complete within 6 months of the date of your appointment and maintain throughout the period of employment

**Pre-employment Checks**

This post is subject to successful registration to the PVG (Protecting Vulnerable Groups) Scheme membership, two satisfactory references and evidence of qualifications.

**Disclosure**

Under the rehabilitation of Offenders (Exclusion and Exceptions) (Scotland) order 2003 to the 1974 Rehabilitation of Offenders Act (ROA) Triangle Under 5’s are entitled to ask ‘exempted questions’ that’s require applicants for certain positions to disclose their full criminal history.

This means that all details of criminal convictions, whether they are spent or not, must be disclosed to help the recruiting panel assess the person’s suitability for apposition of trust. These ‘exempted professions’ are set out in the Exceptions Order and include:

* Posts that involve regular contact with children or vulnerable adults
* Certain professions such as health, pharmacy and the law
* Posts in the police, prison and probation service
* Senior managers in financial and banking services
* Appointments to jobs where national security may be at risk

Triangle Under 5’s is an equal opportunities employer and welcomes application from all sections of the community.

**Work Environment**

The work requires normal physical effort. It will regularly involve the lifting and handling of play equipment and other resources. There is also the need to be involved in the practical activities and physical care of young children.



**Person Specification**

**Playleader**

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|  | **Essential** | **Desirable** |
| **Education/****Qualifications** | * Hold or working towards NVQ/SVQ Level 3/4 or HNC in childcare and education
 | * First Aid
* Elementary Food Hygiene
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| **Experience** | * Experience in a nursery, playgroup or ELCC setting
* A minimum of 1 year working in a childcare and education setting
* Successful experience working as part of a team
 | * Experience of leading activities in nursery/playgroup
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| **Skills and Knowledge** | * Thorough knowledge and understanding of child development
* Sound understanding of early years’ practice
* Observational skills, including the ability to assess, discuss, record and plan
* Good organisational, written and verbal skills including record keeping and planning
* Ability to build positive working relationships with children, parents and colleagues
* Excellent interpersonal skills
* Ability to work co-operatively with colleagues
* Ability to work independently and make important decisions when required
 | * Experience of using the Building The Ambition document
* Experience of using the pre-birth-3 curriculum
* Presentation and public speaking skills
* ICT skills
* Knowledge of requirements of the Care Inspectorate
* Experience of using the Child at the Centre
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| **Personal Attributes** | * Enthusiasm for early years work and empathy with young children
* Clear commitment to continuing professional development that has clear links to improved outcomes for young children and early years
* Flexible
* Ability to prioritise and manage workload
* Friendly and approachable
* Commitment to team work
* Punctuality
* Reliable and trustworthy
* Positive attitude
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