



# Role Profile

Early Years Lead Officer			
Reference No.	A4320	Type	Individual
Service	Education		
Job Family	Professional	Grade	FC8

Purpose
To provide more children who face the greatest disadvantages with increased access to highly quality support.
To provide additional support for those children who need it most in order to close the attainment gap.
To help narrow the gap in cognitive development that opens up before children start primary school.
To develop high quality relationships and interactions with children that promote wellbeing, and extend thinking and concept development.
To contribute towards the wider programme of work in the ELC setting to reduce inequality.
To manage ELC services open full year across a locality during school holiday periods, if required.

Task or Responsibility - For this role, there is an expectation that all, or a combination, of the following will be undertaken:
Supporting the effective delivery of the curriculum.

Person Specification: Skills, Knowledge, Qualifications or Experience - Criteria can apply to more than one task or responsibility	E	D
Ability to provide an efficient and effective service	✓	
To ensure you achieve registration with SSSC as part of the Children and Young People Workforce within 6	✓	

E = Essential Criteria    D = Desirable Criteria

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	<p>months of starting in a new role, you must apply for registration within 3 months of your start date on the Children and Young People - Manager/Lead Practitioner.</p> <p>To maintain your registration, you must hold or work towards the SSSC benchmark qualification for the role, complete the required Continuous Professional Learning (CPL) for the role and submit an annual declaration via MySSSC.</p> <p>or</p> <p>Hold a primary teaching qualification at SCQF level 9 fully registered with the General Teaching Council for Scotland (GTCS) in Primary Education.</p> <p>Must hold a relevant practice qualification which includes HNC Childhood Practice, SVQ3 Social Services Children and Young People or SNNEB. Must hold or be working towards one of the following SCQF level 9 qualifications at the time of appointment to post:</p> <ul style="list-style-type: none"> <li>• BA Childhood Practice</li> <li>• SQA Professional Development Award Childhood Practice (360 credits at SCQF Level 9)</li> </ul> <p>or equivalent</p>	<p>✓</p> <p>✓</p>	

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Managing a number of ELC services across a locality during school holiday periods, if required.	Leadership skills  Demonstrates the ability to manage additional responsibilities	✓  ✓	
Underpinning practice throughout the nursery which is broad and balanced.	Experience of statutory early years provision  Knowledge of Curriculum for Excellence, Pre-Birth to Three and GIRFEC – national and local guidance	✓  ✓	
Supporting the development and implementation of plans and programmes across the nursery targeted at improving children’s learning.	Experience in the development and implementation of plans and programmes for service users  Planning and organisation skills.  Experience of writing reports	✓  ✓  ✓	
Operating a number of computer packages to record and retain statistical information ensuring accurate records are kept. Ordering goods through Council systems.	IT skills	✓	
Working with parents/carers to develop strategies which help them to support their child’s learning along with family learning, across the nursery using a family nurture approach including managing early intervention approaches for vulnerable children and families.	Experience of working with parents and families  Negotiating skills	✓	✓
Supporting collegiate practice and teamwork across the nursery including understanding children and childhoods.	Influencing skills  Experience of team working  Knowledge of a broad and balanced understanding of children and childhoods	✓  ✓  ✓	
Supporting families using a family nurture approach including managing early intervention approaches for vulnerable children and families.			

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Developing close working practices with Social Work, Health visitors and other services including 3rd sector to ensure appropriate GIRFEC outcomes. Implementing Child Protection procedures in line with Fife Council guidelines.	Communication and interpersonal skills	✓	
Undertaking all other duties as required for the role. Duties will be in line with the grade.			

<b>Type of Protection of Vulnerable Groups Scheme (PVG Scheme) or Disclosure Check required</b>	
<p><b>Before confirming appointment:</b> You may be required to obtain PVG scheme membership or a Disclosure check. Please refer to the job advert for clarification of the specific requirement.</p>	
<b>Additional Information – the following information is available:</b>	<b>Expected Behaviours</b>
<ul style="list-style-type: none"> <li>• Skills Framework (if applicable)</li> <li>• <b>How</b> we work matters</li> </ul>	<p>Every council employee is expected to lead the way by making decisions and behaving in ways that uphold our community commitments and values.</p> <p>Please refer to How We Work Matters Guidance to learn more.</p>