

EARLY YEARS DEVELOPMENT OFFICER

Reference No.	A4155	Type	Generic
Service	Education and Children's Services		
Job Family	Para Professional	Grade	FC7

Purpose

To support the delivery of a broad and balanced early years curriculum ensuring a caring, safe and welcoming environment is achieved by working as a member and on occasions as a leader of a nursery based team. In addition support the Early Years Officers in a number of nursery settings by promoting examples of good practice, quality improvement and providing guidance and support.

Task or Responsibility - For this role, there is an expectation that all, or a combination, of the following will be undertaken:	Person Specification: Skills, Knowledge, Qualifications or Experience - Criteria can apply to more than one task or responsibility	E	D
Promoting children's learning, development and welfare, including their personal, social and emotional wellbeing.	Significant experience in an Early Years Officer (EYO) post or equivalent	✓	
	To ensure you achieve registration with SSSC as part of the Children and Young People Workforce within 6 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 - Practitioner register. To maintain your registration, you must hold the SSSC benchmark qualification for the role, complete the required Continuous Professional Learning (CPL) for the role and submit an annual declaration via MySSSC.	✓ ✓	

Role Profile

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	Educated to SCQF Level 7 and having a relevant practice qualification which includes HNC Childhood Practice, SVQ3 Social Services Children and Young People or SNNEB.	✓	
	Experience as an EYO in a local authority nursery or equivalent Experience of working with children under 3 years of age You may be required to obtain a Qualification in assessing or verifying for the relevant subject area.	✓ ✓	✓
Interacting effectively and enthusiastically to motivate children by engaging them in learning activities and supporting their participation based on their appropriate needs.	Ability to work without supervision	✓	
Contributing to the delivery of the pre-school curriculum.	Knowledge of How Good is Our Early Learning and Childcare (HGIOELC) and improvement methodology Experience in delivering a child centred curriculum Knowledge of the Birth to Three curriculum and relevant training	✓ ✓	✓
Contributing to the organisation and implementation of a wide range of learning activities, including out of establishment visits, and the achievement of appropriate learning outcomes.	Evidence of additional learning or qualifications in early years childcare and education	✓	

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Promoting equality and awareness of cultural diversity, ensuring that every child experiences a fair and friendly environment.				
Complying with and implementing Child Protection procedures.	Knowledge of child protections policies	✓		
Carrying out personal care/cleaning tasks approximating to the home care of nursery age children and looking after their physical needs, including escort duties.	Detailed knowledge of care and welfare procedures		✓	
Observing and assessing children and their progress, recording any observations and contributing to their personal learning plans or profiles where appropriate.	Ability to lead staff in following hygiene procedures		✓	
Reporting any concerns in relation to children's behaviour at team meetings.	Ability to write reports and children's records	✓		
Contributing to the evaluation of the work of the team and participating in activities which support evaluation of the nursery's work.				
Assisting the manager in monitoring the work of the establishment.				
Promoting parental partition and effective partnerships with parents and the community, including where appropriate home visits. Working with groups of parents/carers on various issues such as supporting quality parenting.	Highly developed communication skills	✓		
	Ability to work with parents		✓	
	Interest in leading parent groups and supporting volunteers		✓	

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Liaising with parents/carers on day to day matters concerning their children's welfare and development. Conducting interviews with parent/carer to discuss a wide range of issues as appropriate.	Experience of working with parents and supporting or leading information sharing sessions on a range to topics/issues		✓
Working with staff both within and beyond the establishment to promote and develop continuity in particular for children at points of transition and the development of children and families.	Ability to work as part of a team Ability to work effectively within a multi-disciplinary team	✓	✓
Contributing and on occasions leading team meetings, establishing positive working relationships.			
Leading the Early Years Officers to plan all aspects of children's development, learning and welfare.	Experience in leading a team		✓
Ensuring materials and equipment are prepared, administered and maintained to provide a stimulating learning environment on a day to day basis, requisitioning new materials where appropriate.			
Identifying and developing examples of good working practice and promoting these within local nurseries, ensuring examples are shared effectively with other colleagues to give a consistent approach across Fife Council.	Ability to lead staff as a role model in promoting learning		✓
Working collaboratively with the management team in each nursery to ensure that local and Council wide priorities are targeted during development work.			

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Identifying, with others, appropriate professional development opportunities for staff.	Evidence of training and personal development in relevant topics/issues Expressed interest in professional development Ability to lead workshops particularly for colleagues		✓ ✓ ✓
Supervising Early Years Officers, placement Students and others working in the Nursery, contributing to supporting their training, Assessing and verifying standards of work to ensure achievement of relevant standards and reporting writing as appropriate.	Interest and skill in developing students		✓
Making day to day decisions to ensure the efficient and safe running of the nursery, including ensuring that sufficient staff are available to meet children's needs in line with the Care Commission and Fife Council standards.	Ability to provide a regular and effective service	✓	
Responding appropriately children's needs and to those of their families, including aggressive situations, families in crisis, working cooperatively and effectively within an extended multi-professional team.	Experience working with a range of children and families support agencies Ability to work with vulnerable children and families		✓ ✓
Undertaking all other duties as required for the role. Duties will be in line with the grade.			

Type of Protection of Vulnerable Groups Scheme (PVG Scheme) or Disclosure Check required

Before confirming appointment: 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.

Additional Information – the following information is available:

- Skills Framework (if applicable)
- **How** we work matters

Expected Behaviours

Every council employee is expected to lead the way by making decisions and behaving in ways that uphold our community commitments and values.

Please refer to How We Work Matters Guidance to learn more.

