

<b>Senior Early Years Officer (Family Work)</b>				
Reference No.	A4577	Type	Individual	
Service	Education and Children's Services			
Job Family	Para-Professional 5	Grade	FC7	
<p><b>Task or Responsibility</b> - For this role, there is an expectation that all, or a combination, of the following will be undertaken:</p> <p>During both areas of work, to contribute to the creation of a positive nursery ethos which develops children's self esteem and personal identity in a climate of trust and praise, enabling each child to achieve their potential. To support and develop parental engagement in the wider life of the service and in their own development and learning. Extended responsibility within a defined local geographical area containing a number of nursery settings. Duties will include supporting and developing parenting support by promoting examples of good</p>				
<p><b>Purpose</b></p> <p>The position is divided into two distinct parts, each contributing to the post holders time during each working week:</p> <ol style="list-style-type: none"> <li>To support and develop Family Work within their Nursery setting and in a local geographical area, working collaboratively with social workers, health professionals and other service providers to help improve families' life chances. Also, to act as a point of contact, to coordinate a wide range of agreed focussed parenting programmes and universal parenting support within the local community.</li> <li>As a member and, on occasions, leader of a team based within one nursery setting, to support the delivery of a broad and balanced early years curriculum ensuring a caring, safe, and welcoming environment is achieved.</li> </ol> <p><b>Based in a nursery as part of a team of Senior Early Years Officers and management staff.</b></p>				
<p><b>Person Specification: Skills, Knowledge, Qualifications or Experience</b> - Criteria can apply to more than one task or responsibility</p>			<b>E</b>	<b>D</b>
<p>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.</p> <p>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</p>			✓	✓

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practice and to act as a point of contact and to provide guidance and advice, on universal parenting programmes	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.	✓	
Work with families and support services, in appropriate venues to provide appropriate support and identify needs.	Significant experience in an EYO post or equivalent  Experience in leading a team  Experience of work with vulnerable families	✓  ✓  ✓	
Establish and maintain good interagency links with other professionals working in the area.	Experience as an EYO in a local authority nursery or equivalent		✓
Initiate, co-ordinate facilitate group work and structured support programmes in partnership with parents i.e. self-esteem, attachment and general parenting.	Experience or working with children under 3 years of age		✓
Encourage and assist individuals to recognise their skills, develop confidence and to take responsibility. Assist them to take an active part in decision-making. Where appropriate, to work on a one to one basis with hard to reach families to provide support, guidance and build confidence.	Experience working with a range of support agencies to support children and families support agencies		✓
<b>As a member of a Senior EYO team: -</b> <u>Promoting Children's Learning</u> <ul style="list-style-type: none"> <li>• model good practice in promoting children's learning, development and welfare.</li> </ul> <u>Development and Welfare</u> <ul style="list-style-type: none"> <li>• Interact effectively and enthusiastically with children.</li> <li>• Motivate children, engaging them in learning activities.</li> </ul>	Ability to work without supervision  Ability to work as part of a team  Knowledge of Curriculum for Excellence and other current national guidelines  Experience in delivering a child centred curriculum	✓  ✓  ✓  ✓	



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<ul style="list-style-type: none"> <li>• Conduct parent/carer interviews where appropriate, with respect to a wide range of issues.</li> <li>• To liaise with parents on day-to-day matters concerning their children's welfare and development and to offer appropriate support.</li> <li>• Liaise with staff working at other stages, including pre early learning and childcare and early years of primary education, to promote continuity, in particular for children at points of transition.</li> <li>• Work with staff both within and beyond the establishment and to promote the development of children and families.</li> <li>• Contribute to and, as appropriate, to lead team meetings.</li> <li>• Establish positive working relationships with other staff, parents, carers and children.</li> <li>• Work with groups of parents on various issues, e.g. supporting quality parenting.</li> </ul> <p><u>Planning</u></p> <ul style="list-style-type: none"> <li>• Lead Early Years Officers in planning all aspects of children's development, learning and welfare.</li> <li>• Lead and contribute to planning and record activities for individual children to extend their learning experience.</li> <li>• To prepare, administer and maintain materials and equipment to provide a stimulating learning environment on a day-to-day basis.</li> <li>• To take responsibility for ensuring that materials are maintained to an appropriate standard and requisition new materials where appropriate.</li> </ul> <p><u>Management and Supervision</u></p> <ul style="list-style-type: none"> <li>• Supervise the work of Early Years Officers, and others working within the Nursery.</li> </ul>			

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<ul style="list-style-type: none"> <li>• Supervise students and contribute to their support and training when on placement, including report writing as appropriate.</li> <li>• Ensure that sufficient staff are available to meet pupils' needs in line with Care Inspectorate and Fife Council standards, where appropriate.</li> <li>• Make day to day decisions to ensure the efficient and safe running of the establishment.</li> </ul>			
Regularly take responsibility for the daily shift patterns of the service, including early start and late finish.	Highly developed communication skills	✓	
Work with others to identify and provide opportunities for staff to participate in appropriate professional development.	Ability to write reports and children's records	✓	
Contributing to the development of evaluation of work and evidencing outcomes for families.	Ability to work effectively within a multi-disciplinary team		✓
To contribute to the development of a high quality, professional children and families service.	Demonstrate a positive attitude and enthusiasm	✓	
Work in collaboration with team members and adult education providers to organise needs led adult education programmes.	Ability to work closely with parents		✓
Lead others in maintaining good order in the establishment and safeguarding health and safety, particularly in respect of children.	Interest and skill in developing students		✓
Participate in continuing professional development.	Interest in leading parent groups and supporting volunteers		✓
The post holder will be required to work frequently without supervision.	Ability to provide a regular and effective service	✓	
Undertaking all other duties as required for the role. Duties will be in line with the grade.			

**Additional tasks or responsibilities** – this is a generic role, however this particular job may also require you to undertake the following:

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## 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.

<b>Additional Information</b> – the following information is available:	<b>Expected Behaviours</b> – It is essential that you display the following behaviours as they are expected of all our employees:
<ul style="list-style-type: none"> <li>• Skills Framework (if applicable)</li> <li>• <b>How</b> we work matters</li> </ul>	<ul style="list-style-type: none"> <li>• Take Ownership</li> <li>• Focus on Customers</li> <li>• Work Together</li> <li>• Embrace Technology &amp; Information</li> <li>• Deliver Results</li> </ul>