

Role Profile

Senior Ea	rly Years Office	r (Fam	ily Work)	Purpose	
Reference No.	A4577	Туре	Individual	The position is divided into two distinct parts, each contributing the post holders time during each working week:	to
Service	Education	· ·	-	To support and develop Family Work within their Nursery	
Job Family	Para-Professional 5	Grade	FC7	setting and in a local geographical area, working collaboratively with social workers, health professiona other service providers to help improve families' life chalso, to act as a point of contact, to coordinate a wide of agreed focussed parenting programmes and univer parenting support within the local community. 2. As a member and, on occasions, leader of a team bas within one nursery setting, to support the delivery of a and balanced early years curriculum ensuring a caring and welcoming environment is achieved. Based in a nursery as part of a team of Senior Early Year Officers and management staff.	es. ge
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	D
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.			n and personal ch child to achieve gagement in the	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.	
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				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	

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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	√	
provide appropriate cappoint and its indicate.	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		√
As a member of a Senior EYO team: - Promoting Children's Learning	Ability to work without supervision	✓	
 model good practice in promoting children's learning, development and welfare. 	Ability to work as part of a team	√	
Development and Welfare	Knowledge of Curriculum for Excellence and other current national guidelines	✓	
 Interact effectively and enthusiastically with children. Motivate children, engaging them in learning activities. 	Experience in delivering a child centred curriculum	✓	

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 Support children's participation in learning experiences appropriate to their needs. Contribute to the organisation and implementation of a wide 	Knowledge of child protection policies	✓	
range of learning activities (including out-of-establishment visits), and the achievement of appropriate learning outcomes.	Ability to develop supportive professional relationships with families which identify and build on strengths	✓	
Promote and value each child and support their welfare, including their personal, social and emotional wellbeing.	Ability to work with vulnerable children and families		√
 Promote equality and awareness of cultural diversity, ensuring that every child experiences a fair and friendly environment. Comply with and implement Child Protection procedures. 	Ability to lead staff as excellent role model in promoting learning		✓
 Carry out personal care/cleaning tasks approximating to the home care of nursery age children. 	Detailed knowledge of care and welfare procedures		✓
 Look after the physical needs of children, including escort duties, where appropriate. 	Ability to lead staff in following hygiene procedures		√
Assessment and Monitoring To observe and assess children and their progress in the course	Experience of working with parents and supporting or leading parenting programmes and interventions		✓
of interaction and respond appropriately.To record observations regularly, contributing to children's	Expressed interest in professional development		✓
 personal learning plans or other profiles where appropriate. Report on observations/concerns in relation to children and their development at team meetings. 	Knowledge of practice and theory in relation to child development		✓
Contribute to the evaluation of the work of the team, and to participate in activities which support evaluation of the establishment's work.	Evidence of additional learning or qualifications in early years childcare and education e.g. PDA		✓
Assist the Manager in monitoring the work of the establishment. <u>Liaison/Communication</u>	Demonstrate the ability to engage and work with service users who have complex needs and difficulty in engaging with services		✓
 Promote parental participation and effective partnerships with parents and the community, including where appropriate home visiting. 	Demonstrate ability to work creatively and flexibly to meet the varying needs of the client group		✓

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 Conduct parent/carer interviews where appropriate, with respect to a wide range of issues. To liaise with parents on day-to-day matters concerning their children's welfare and development and to offer appropriate support. 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. Work with staff both within and beyond the establishment and to promote the development of children and families. Contribute to and, as appropriate, to lead team meetings. Establish positive working relationships with other staff, parents, carers and children. Work with groups of parents on various issues, e.g. supporting quality parenting. 				
 Planning Lead Early Years Officers in planning all aspects of children's development, learning and welfare. Lead and contribute to planning and record activities for individual children to extend their learning experience. To prepare, administer and maintain materials and equipment to provide a stimulating learning environment on a day-to-day basis. To take responsibility for ensuring that materials are maintained to an appropriate standard and requisition new materials where appropriate. Management and Supervision Supervise the work of Early Years Officers, and others working within the Nursery. 				

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 Supervise students and contribute to their support and training when on placement, including report writing as appropriate. Ensure that sufficient staff are available to meet pupils' needs in line with Care Inspectorate and Fife Council standards, where appropriate. Make day to day decisions to ensure the efficient and safe running of the establishment. 				
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	e wit	h the grade		

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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.

Additional Information – the following information is available:

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

Expected Behaviours – It is essential that you display the following behaviours as they are expected of all our employees:

- Take Ownership
- Focus on Customers
- Work Together
- Embrace Technology & Information
- Deliver Results