

**JOB DESCRIPTION**

**Job Title: Early Years Practitioner**

**Department: Hillcrest Enterprises**

**Salary: £9.00 per hour**

**Responsible to: Early Years Senior**

**Organisational Chart**

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**Main Purpose of Post:**

The Manager will be responsible for overall day-to-day running of the Nightingale Nursery – a 48 place nursery in central Edinburgh. The nursery is stand-alone and not part of a chain. The nursery belongs to the Hillcrest Group of Companies and as such, benefits from the corporate support the group provides in Human Resources, Learning and Development, Health & Safety, Finance, Communications and Media, and IT. As an Early Years Practitioner you will work as a member of the nursery team to ensure that all children attending the setting receive high quality care, are kept safe and receive rich and stimulating play experiences which meet their individual needs.You will ensure that your practice is in line with Hillcrest Enterprises policy and procedures, the SSSC codes of practise and the Health and Social Care Standards.

**Responsibilities:**

* Provide a nurturing environment and high quality of care, support and education whilst in the nursery
* Observe, support and extend children’s learning through play, activities and experiences
* Plan appropriate activities for children using the pre-birth to 3 framework and the curriculum for excellence
* Liaise with and involve parents in their child’s learning and development

**Main Duties:**

1. Provide day-to-day support and learning opportunities to children in the nursery
2. Support children’s learning through play, using loose parts, open-ended resources and encouraging and extending schematic play
3. Implement a broad, balanced and appropriate early years curriculum.
4. Ensure a safe environment for children and encourage appropriate risk taking
5. Encourage children’s social development through group play
6. Support children to develop independence in their day-to-day routines including eating
7. Support cleaning within the nursery and ensure best practice in relation to infection control
8. Contribute to the recording of children’s learning
9. Encourage the active participation of all parents in the nursery through a range of methods including supporting staff to organise and facilitate termly progress meetings with parents.
10. Support Room Seniors to coordinate special events and outings
11. Commit to developing own and others practice as well as learning through training, supervision and annual appraisal
12. Support induction programmes with new staff/students/volunteers.
13. To ensure the provision of a high-quality environment to meet the needs of individual children regardless of any disabilities, family backgrounds or medical history.
14. To undertake such other duties and responsibilities of an equivalent nature as may be determined from time-to-time by the Directors of Hillcrest Enterprises

**Customer and Partnership Working:**

1 .Work constructively with parents/carers to support the children’s development and learning needs and ensure appropriate and meaningful engagement and participation opportunities for parents and staff are developed within the services.

2. Work with other professionals to support the learning, wellbeing and safety needs of children are met

 **PERSON SPECIFICATION – EARLY YEARS PRACTITIONER**

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| **Attribute** | **Essential** | **Desirable** |
| **Experience** | * Recent experience of working with children 0-5 years. * Experience of a play based approach to children’s learning and development support staff to develop responsive planning * Experience of planning activities and evaluation for children aged from 0 – 5 years * Working knowledge of SSSC Codes of Practice | * Experience of implementing the Pre Birth to Three Curriculum and the curriculum for excellence. |
| **Proven Competencies** | * A good understanding of child play including loose parts, open-ended resources, schematic play and outdoor play. * Ability to develop engaging learning activities for children * Ability to observe children’s play and responsively plan next steps for learning * Ability to build positive relationships with children, parents and other professionals * Ability to record and document children’s learning in their folders * Ability to communicate effectively verbally and in writing * Ability to work as part of a team * Ability to work unsupervised. * Ability to cope with potential emergencies and make appropriate decisions. | * Knowledge of particular health and safety issues relevant to this age group * Knowledge of child protection procedures * Ability to use IT effectively |
| **Education and Qualifications** | * Relevant qualification in line with SSSC requirements , SVQ level 3 in Childcare and Education, or willingness to undertake the qualification within 2 years of employment (qualification bar at £9.00 per hr for individuals holding the qualification) * Ability to register with SSSC, and meet all ongoing registration requirements within agreed timescales. | * Paediatric First Aid |



**(Nursery Staff)**

**CONDITIONS OF SERVICE**

**Hours:** **40 hours** are available, to be worked on a shift basis in accordance with the project rota which will be designed to ensure that staff are on duty at times appropriate to the clients and service delivery.

**Contract:** This is a **Permanent** post. All posts are subject to a 6 month probationary period. A formal review will take place at 2, 4 and 6 months.

**Salary:** Salaries are paid monthly, on or around the 25th of each month, directly into a bank account of your choice. The salary for the **Early Years Practitioner** post is **£9.00 per hour.**

**Pension:** Hillcrest Enterprises offers a pension under the Governments statutory auto-enrolment scheme, which is a Defined Contribution scheme with a company called NOW Pensions. At present staff contribute 5% with the employer 3% to the scheme as of 1st April 2019. Further details of the scheme are available from the payroll team.

**Annual Leave:** Theholiday year runs from 1st January - 31st December. The full holiday entitlement is28 days inclusive of public holidays. Annual leave entitlement for part-time staff is pro rata on an hourly basis to the full-time staff entitlement. You are required to retain 4 annual leave days (or part time equivalent) to cover the shutdown period over Christmas and New Year.

**Qualifications:** Any offer will be subject to proof of qualifications essential, and where appropriate desirable, to the post.

**Rehabilitation of** If you have any unspent convictions you must declare this on your

**Offenders Act 1974:** application form.

In relation to ‘spent’ convictions, there is a list of convictions which must always be declared and a list of convictions that are declared, subject to rules. Failure to disclose relevant information will be regarded as a breach of trust and could lead to dismissal, disciplinary action or withdrawal of offers of employment.

If you are unsure whether or not you need to disclose a conviction and, or caution, please contact our Human Resources Department for further advice, or you can check by accessing Disclosure Scotland’s website at [www.disclosurescotland.co.uk](http://www.disclosurescotland.co.uk/) and check the ‘Frequently Asked Questions’.

Please note that all successful applicants will be subject to a

Disclosure check through Disclosure Scotland.

**HAVING A CRIMINAL RECORD WILL NOT NECESSARILY DEBAR YOU FROM WORKING WITH HILLCREST ENTERPRISES. THIS WILL DEPEND ON THE NATURE OF THE POSITION, TOGETHER WITH THE CIRCUMSTANCES AND BACKGROUND OF YOUR OFFENCES.**

**SSSC Registration** Staff are required to register with the Scottish Social Services Council (SSSC) in the appropriate worker category within Day Care of Children services. SSSC registration must be obtained within 6 months of commencing the post. Failure to register within the 6 month period may result in your contract being terminated. Staff will be responsible for maintaining their registration throughout their employment with Hillcrest Enterprises.

**Trades Union:** Employee’s have the right to join a Trades Union of their choice, if they wish, although Hillcrest Futures do not recognise any Trade Union. A Staff Representative group is in place.

**No Smoking Policy:** Smoking is prohibited in all projects and at Head Office. Designed smoking areas are outside the buildings and should be out of view of customers? This includes the use of E-cigarettes.

**Equal Opportunities:** Hillcrest Enterprises is striving to be an equal opportunities employer and has adopted a Policy which aims to ensure that no job applicant receives less favorable treatment on grounds of race, colour, ethnic and national origins, marital status, gender, age, religion, disability, political or sexual orientations, or is disadvantaged by conditions or requirements which cannot be shown to be justifiable.

**Applications:** Please forward applications before the closing date

**C.V.’s will not be considered.**