

ABERDEEN CITY COUNCIL

JOB PROFILE

1 Job Details	
Job Title:	Early Learning and Childcare Support Worker
Job Profile No:	7735
Function	Operations
Cluster:	Integrated Children's and Family Services
Service Area:	Education
Grade:	G9
Version Date:	Jan 2020
2 Job Purpose	
To work within a team, assisting the Senior Early Years Practitioner and Early Years Practitioner in the planning and delivery of a flexible, high quality early learning and childcare service. Meet individual needs of children and their families, ensuring their wellbeing and improving outcomes for all service users.	

3 Reporting Relationships
Head Teacher Depute Head Teacher Teacher (P)/ Senior Early Years Practitioner Early Years Support Worker

4 Outcomes
<p>The post holder will be expected to:</p> <ul style="list-style-type: none"> • Assist in the day to day running of an early learning and childcare or out of school care setting that have a learning environment in which children are encouraged and supported to be safe, healthy, achieving, nurtured, active respected responsible and included • Work as a member of the team to plan, implement and evaluate children's learning • Ensure the care, health and safety needs of the children are met at all times • Observe and interact with children in order to support their learning and contribute to record keeping and reporting of children's progress • Collaborate with others including parents and other professionals involved in children's learning and development and ensuring confidentiality and sensitivity are maintained at all times • Participate in all aspects of team work within the setting including care of resources and ensuring cleanliness and hygiene • Be responsible for their own continuing professional development, including keeping abreast of current theory and practice • Undertake any additional duties as directed by the Senior Early Years Practitioner to ensure provision is delivered to the highest standard

5 Knowledge

The post holder needs to be able to demonstrate an understanding or experience of:

- The developmental needs of children from birth to 12 years
- Getting it Right for Every Child
- Protecting Children
- Pre-Birth to Three Guidance
- Building the Ambition
- Curriculum for Excellence
- Health and Social Care Standards
- How Good is Our Early Learning and Childcare
- Care Inspectorate Regulations

6 Job specific skills and competencies

The post holder is expected to demonstrate:

- An enthusiasm for working with children 2-5 in an Early Learning and Childcare setting
- Ability to relate to children, parents, carers and other professional colleagues
- Experience of communicating effectively, including non-verbal, verbal and written forms of communication
- Awareness of the relationship between high quality services and the promotion of children's learning and development
- Ability to undertake appropriate CPD relevant to the post

7 Our Guiding Principles

We are all responsible for the culture we work in, and our Guiding Principles help guide what we expect from each other:

- **Purpose** We care about our purpose, our people and our city
- **Pride** We take pride in what we do and work to make things better
- **Team** One team, one council, one city
- **Trust** We trust each other and take responsibility
- **Value** We value each other and recognise a job well done

8 Requirements of the Job

The post holder needs to hold as a minimum:

- SVQ Level 2 Social Services – children and young people at SCQF Level 6 (or willing to work towards)
- Registration with or eligibility to register with SSSC
- PVG Membership for Regulated work with Children or willingness to obtain prior to a formal offer of employment being made

9 Development

The post holder must have undertaken or be committed to undertaking the following within a specified period:

- Participation in Induction Programme
- All Core Training
- OIL module – Protecting Children
- OIL module – Data Protection