



## Early Years Practitioner Job Description

*'Nurturing the Shapers of the Future'*

### Background

The People's Development Trust (PDT) is a company limited by guarantee with charitable status supervised by a Board of Trustees drawn from the community. Established by the community for the community, the PDT works towards achieving specific aims and objectives, including:

- Advancing community development (including urban regeneration) within Dalmarnock and the inner East End;
- Advancing environmental protection and improvement;
- Providing recreational facilities, and;
- Advancing education and in particular to promote opportunities for learning for the benefit of the general public.

Partners involved in the project include, but are not limited to, the Scottish Government, Big Lottery, Clyde Gateway, Glasgow City Council, Police Scotland, Glasgow Kelvin College, Glasgow East Community Planning Partnership, Jobs and Business Glasgow, GCC Education, Glasgow Housing Association (GHA), Parkhead Housing Association, and, Glasgow Community and Safety Services.

### The Family Legacy

The Family Legacy is based in the Legacy Hub. It is a brand new fully equipped centre for children under 5 and their families. The Family Legacy works with families to provide flexible childcare, early learning experiences, outdoor learning and family group work. Children are at the very heart of our endeavours and their role is to bring freshness, creativity and inspiration and in doing, so help shape the Family Legacy into a current and relevant part of the local community. Due to the continued evolution of service delivery we are seeking to employ both permanent and sessional Early Years Practitioners.

<b>Post Title:</b>	Early Years Practitioner	<b>Post No:</b>	N/A
<b>Area:</b>	G40		
<b>Reports to:</b>	Head of Early Learning and Childcare		
<b>Location:</b>	301 Springfield Road, Glasgow, G40 3LJ		
<b>Contract</b>	<p>Early Years Practitioner</p> <p>Full Time Permanent staff 39.5 hours per week £17,000</p> <p>All posts subject to 6 months probationary period</p>		
<b>Shift Pattern</b>	Flexible shifts between 08.00 am – 18:00 pm (Monday to Friday)		

## **Purpose of Post**

To work as part of a team providing care and innovative learning experiences to the benefit of children, families and the wider community.

## **Post Roles and Responsibilities**

- To contribute to and support the provision of a safe, nurturing, healthy, secure, happy and stimulating family centre for all service users and staff.
- To introduce and develop inspiring and innovative experiences for children.
- To support the centre to achieve Care Inspectorate grading's of very good and excellent.
- To ensure all policies, procedures and curricula activities are adhered to at all times' and to uphold the standards set by the Care Inspectorate and SSSC.
- To keep abreast of current early childhood thinking/trends.
- To support the development of effective channels of communication with children, parents, staff and other professionals.
- To assist in the management, development and implementation of the curriculum in line with national and local guidance and to support staff in this process.
- To work as part of a team to ensure that the progress of children is monitored, assessed and recorded in line with Family Legacy policies and procedures and that information is reported to parents and other relevant agencies.
- To provide the highest standard of care and wellbeing and to ensure that the specific needs of children are responded to.
- To effectively liaise with and to support others in joint work with relevant support agencies, community groups and other educational establishments as required.
- To participate, promote and develop parental involvement and provide guidance and support to families on early childhood matters.
- To actively participate and support staff in the self-evaluation and improvement planning process within the nursery.
- To keep up to date with early years initiatives, participate in training and professional development opportunities in line with PDT policies.
- To contribute to the management and delivery of an effective service in line with establishment policies and procedures.
- To ensure that health and safety regulations are complied with.
- To undertake any other tasks relevant to the duties of the post as delegated by the head of establishment.

This description is indicative of the nature and level of responsibilities associated with this job. It is not exhaustive and the job holder will be required to undertake other duties and responsibilities commensurate with the post.

## Person Specification

Skills and Knowledge	
Essential	Desirable
<ul style="list-style-type: none"> <li>• Minimum qualification HNC Early Education and Childcare</li> <li>• 2 years (post qualifying) experience of working with children under 5</li> <li>• Thorough working knowledge of current national guidelines, curricular and early years frameworks and their implementation</li> <li>• Experience of delivering innovative practice</li> <li>• Willingness to work as part of a staff team in developing and driving a new service to excellence</li> <li>• Ability to embrace change and support others in doing so</li> <li>• A flexible and can-do approach to operational development within this brand new facility</li> <li>• Passion and enthusiasm for working with children and their families</li> </ul>	<ul style="list-style-type: none"> <li>• Experience of working with families</li> <li>• Other individual and relevant interests and strengths that can be brought to the role</li> <li>• Experience of outdoor learning</li> </ul>
<b>Other Essential Information</b> <ul style="list-style-type: none"> <li>• You will be registered with or willing to register with the SSSC</li> <li>• Willingness to work a flexible work pattern</li> <li>• PVG Disclosure check required prior to employment</li> <li>• All posts subject to a 6 month probationary period</li> </ul>	

## Contact Details

**Yvonne Langton**

**Head of Early Learning and Childcare**

The People's Development Trust

301 Springfield Road

Glasgow

G40 3LJ

**Direct Dial:** 0141 648 8640

**Email:** [yvonne.langton@legacy-hub.co.uk](mailto:yvonne.langton@legacy-hub.co.uk)

**Website:** [www.thelegacyhub.co.uk](http://www.thelegacyhub.co.uk)

