

Early Years Transition Practitioner (Fixed Term)

Department:	Nursery / Junior Years
Hours:	28 hours per week Term Time only
Working Pattern:	4 days per week, 8 hours per day with one-hour unpaid break
Salary:	£17105.12 per annum based on £13.79 per hour
Contract Type:	Fixed Term One Year Maternity Cover starting Jan 2026
Reporting to:	Nursery Manager and the Deputy Rector Junior Years
Direct Reports:	N/A
Location:	Nurse and Margaret Harris Building

The Role

Job Purpose:

This post was created to enhance the transitional experience for children at the High School of Dundee Nursery who progress into our Junior Years. The post holder works in both the Nursery and Early Years classes across each session.

The successful applicant will work in close collaboration with class teachers and Nursery / Junior Years management to support children in the transitional period in the latter half of their pre-school year and the early months of L1.

This role facilitates a smooth and seamless transition between the two environments of nursery and school. The post holder supports children from HSD Nursery as well as other external nurseries: supporting children to take the step between nursery and school through a planned, safe and nurturing approach. The expertise of an Early Years Practitioner is sought as we at the High School of Dundee recognise that these early years are a crucial period to establish firm foundations for holistic development and the optimum wellbeing of a young person.

We seek to build upon the excellent practices already in place at HSD Nursery and in L1, therefore augmenting the transitional period for all children.

Key Outputs & Responsibilities:

The Early Years Practitioner works as part of a team to plan, support and develop the education and care of young children aged 3 to 12 years.

Main features of the remit

- Organise and lead small group and individual activities
- Be the key worker for a group of children in nursery
- Plan, develop and extend learning for all children at times in conjunction with the class teacher
- Liaise with other staff to share information about individual children
- Follow health and safety and child protection guidelines and procedures at all times

- Assist in the organising, layout and clearing of the indoor and outdoor nursery play areas and early years classrooms, ensuring all equipment is hygienic and well maintained
- Support the children in the school playground and lunch hall
- Attend to all aspects of children's care and wellbeing
- Foster and maintain good relations with children, colleagues and parents
- Participate in reporting and progress monitoring for children at nursery
- Engage in Staff Review and CPD
- Participate in staff meetings
- Contribute to the development and implementation of the Nursery, Junior Years and Whole School improvement plans
- Ensure the positive management of children's behaviour at all times
- Undertaking such other duties as the Nursery Manager, Deputy Rector or Rector may from time to time determine

Person Specification

Essential:

- The successful applicant must be registered with or be eligible to be registered with the Scottish Social Services Council and be on Disclosure Scotland's Protection of Vulnerable Groups (PVG) Scheme.
- SVQ Social Services (Children and Young People) SCQF Level 7 or HNC Childhood Practice or equivalent
- Significant experience of working in early years establishments and experience of working within a school environment
- A dynamic approach to learning and teaching
- Empathy with pre-primary and primary aged children
- Enthusiasm and drive
- An open and approachable manner
- A comprehensive knowledge of current Early Years educational initiatives and procedures according to National Guidelines
- The ability work within a team
- Excellent oral and written communication skills
- Excellent observational and organisational skills
- High standard of IT skills
- Ability to communicate and liaise effectively and sensitively with parents
- A commitment to ongoing professional development
- Ability to work on own initiative

Desirable:

- Flexibility and a sense of humour

Please note we are unable to provide sponsorship for a work visa so candidates should ensure they already have or are able to obtain the right to work in the UK before applying.

The job description is written as an indication of the nature and scope of duties and responsibilities. It is not intended as a fully descriptive or definitive list and jobholders will be expected to carry out other duties assigned which are appropriate to the role.

How your information will be used

In order to progress your application, for administrative purposes, High school of Dundee will record, keep and hold the personal data which you have provided in this application stored in our HR files. Your data will not be transferred to any third parties outside of High School of Dundee. If you are successful High School of Dundee will retain this data as part of your employee record which will be stored on the basis of our Privacy Policy. In the event your applications is unsuccessful, we will hold the application and the data contained for three months in case of a future vacancy which we may invite you to apply for, following which we will delete it. If you have any questions about High School of Dundee's use of data please contact us.