



## ERSKINE STEWART'S MELVILLE SCHOOLS

<b>JOB TITLE</b>	<ul style="list-style-type: none"> <li>Nursery Early Years Practitioner with Early Birds</li> </ul>
<b>START DATE</b>	<ul style="list-style-type: none"> <li>The role will begin on 13 August 2025.</li> </ul>
<b>CONDITIONS OF ROLE</b>	<ul style="list-style-type: none"> <li>Contract Type: Part Time Temporary until 26 June 2026.</li> <li>Hours of Work: Monday and Tuesday, 7:30am to 8:15am as Early Birds Assistant, 8:15am to 3:15pm as an Early Years Practitioner on Monday and 8:15am to 3:45pm as an Early Years Practitioner on Tuesday, with 30 minutes unpaid for lunch. A paid working week of 15 hours.</li> <li>Grade: The pro-rated salary range for this post is £9,627 to £10,479. Remuneration is dependant on skills and experience.</li> <li>Holiday Entitlement: Annual leave will be a paid allowance in the annual salary as this is a term time only contract. All holidays will be taken during the school holidays.</li> </ul>

<b>ROLE DETAILS</b>	
<b>PURPOSE OF THE ROLE</b>	The Early Years Practitioner works as an effective member of the Early Years' team delivering a high quality, child centred service which meets the needs of children and their families. The Early Birds Assistant
<b>ACCOUNTABILITY</b>	The Early Years Practitioner and Early Birds Assistant is directly accountable to the Nursery Class Teacher or Senior Lead Practitioner for the postholders day-to-day tasks, and through to the Head of Nursery.
<b>AUTHORITY</b>	The Early Years Practitioner and Early Birds Assistant has authority as delegated by the Nursery Class Teacher or Senior Lead Practitioner and promoted staff.
<b>RELATIONSHIPS</b>	The Early Years Practitioner and Early Birds Assistant works closely with the other staff within the department.

<b>DUTIES AND KEY RESPONSIBILITIES</b>	<p><u>Planning</u></p> <ul style="list-style-type: none"> <li>Be actively involved in the planning and implementation of a curricular programme which meets the needs of the individual child in line with National and Local standards.</li> <li>Attend regular team meetings to review progress and contribute to short and long term planning.</li> <li>Set up challenging and stimulating indoor and outdoor learning experiences.</li> </ul> <p><u>Observations</u></p> <ul style="list-style-type: none"> <li>Observe and interact with children in order to support their learning. The postholder should make appropriate comments and notes on individual children's progress in line with best professional practice and relevant school policies and procedures.</li> </ul>
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	<ul style="list-style-type: none"> <li>Observe children and use these observations, in consultation with the Nursery Class Teacher or Senior Lead Practitioner, to contribute to planning, delivering and recording appropriate learning experiences for the children.</li> <li>Encourage children's development through listening, talking and responding to children in a range of learning contexts.</li> </ul> <p><u>Delivery of Early Years Service</u></p> <ul style="list-style-type: none"> <li>Be actively involved in the delivery of an effective Early Years' Service in line with school policy and procedures.</li> <li>Welcome children and parents as part of induction and support a seamless transfer to Nursery 2 or Primary 1.</li> </ul> <p><u>Teamwork</u></p> <ul style="list-style-type: none"> <li>Participate in all aspects of teamwork within the Nursery</li> <li>Prepare materials/resources to provide learning opportunities for children.</li> <li>Display collections of items to encourage and extend children's questions and investigations.</li> <li>Use clearing and tidying up routines with children as opportunities for adult/children interaction and children's learning.</li> </ul> <p><u>Continuous Professional Development</u></p> <ul style="list-style-type: none"> <li>Keep abreast of Early Years initiatives and developments and participate in continuing professional development in line with relevant school policy and procedures.</li> <li>Attend Planning Time, In-Service courses, Workshops and Conferences, as appropriate, eg, appropriate health and safety training.</li> <li>Contribute to team meetings.</li> </ul> <p><u>Other Tasks</u></p> <ul style="list-style-type: none"> <li>The Early Years Practitioner will undertake any other tasks as directed by the Nursery Class Teacher, Senior Lead Practitioner or other members of management within the Junior School, which may be reasonably put to them in support of the Junior School's function.</li> <li>The Early Years Practitioner must register and adhere to the Codes of Practice for Employees set out by the Scottish Social Services Council (SSSC).</li> </ul>
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PERSON SPECIFICATION	
	Essential Criteria
Experience	<ul style="list-style-type: none"> <li>Experience observing children and identifying next steps</li> <li>Experience delivering Curriculum for Excellence – Early Level</li> <li>Knowledge and interest in child development</li> </ul>
Education/Qualifications	<ul style="list-style-type: none"> <li>Knowledge and understanding of child development and key documents</li> <li>Understanding of play and ways in which this supports and develops children's learning</li> <li>Educated to HNC level in Childcare and Education, hold the SVQ3 in Children's Care, Learning and Development (CCLD), or equivalent for registration with the SSSC</li> </ul>

<b>Skills/ Abilities/ Capabilities</b>	<ul style="list-style-type: none"> <li>• Ability to multi-task and prioritise own workload with good attention to detail</li> <li>• Responsible and well organised</li> <li>• Excellent oral and written communication skills</li> <li>• Excellent self and time-management skills</li> <li>• Dealing with every situation calmly and professionally</li> </ul>
<b>Personal Attributes</b>	<ul style="list-style-type: none"> <li>• Kind and enthusiastic person who puts the interests of the children first</li> <li>• A good team player who relates well to others</li> <li>• Boundless energy and resilience to allow challenges to be viewed as opportunities</li> <li>• Demonstrates the values of ESMS.</li> </ul>

**The closing date for applications is 12noon on 31 July 2025. We anticipate that interviews will be held week commencing 11 August 2025.**