



INFORMATION PACK

EARLY YEARS PRACTITIONER

(Full Time 37.5 hours/week; 52 weeks per year)

Closing date: Monday 15th March;

Interviews: 18th or 19th March (to be confirmed)

Early Years Practitioner

Information for Applicants

Established in 1995, the Nursery is an integral part of Hamilton College. We cater for 2 - 5 year olds.

In our work with the children in Nursery, we:

- provide a safe, stimulating and nurturing environment where children can become confident and independent individuals, developing the skills necessary for learning, life and work.
- provide play based learning opportunities which build on children's interests and previous knowledge, responding to individual needs and learning styles.
- promote responsible citizenship by respecting property and encouraging children to form positive attitudes towards others whose gender, race, culture, faith and abilities may be different from their own.
- respect the rights and opinions of children ensuring they have opportunities to become effective contributors and play an active part in their learning and the life of the Nursery.
- work in partnership with parents and carers, respecting home life and recognising the vital contribution they make to a child's development and learning.
- engage in collaborative work with other professionals to create an optimum learning environment and smooth transitions from Nursery to Junior School.

Our Facilities

The Nursery consists of four main playrooms with a variety of creative play-based resources to promote curiosity for learning and development.

Opening Hours and Pattern of Attendance

The Nursery is currently open from 8am - 5pm daily and operates on a term time basis in line with the rest of the school. The Nursery is closed on public holidays and inset days. We are currently working towards changing our opening hours from August 2021. Shift patterns will be reflected in this change.

Children can attend for half or full day sessions. The Nursery operates a flexible system of attendance where parents can select sessions that fit around work and family life. There is a minimum amount of 3 sessions that children are expected to attend.

Staffing

Staff in the Nursery are fully qualified and have extensive experience of working with children in the area of Early Learning and Childcare. All staff participate in regular professional development training to improve skills, knowledge and enhance their awareness of change within the sector.

Uniform

Our Nursery uniform consists of a polo shirt and fleece in school colours and are available for purchase from the school Uniform department.

Transition to Junior School

The majority of children will progress from Nursery to Hamilton College Junior School; strong links are established, particularly during the second year of Nursery, to ensure a seamless transition to Junior 1.

For children moving into Junior School the transition is seamless and children adapt confidently within already familiar surroundings. The children take part in a range of transition activities including Active Start, Stay and Play sessions and outdoor learning with J1 children throughout the year.

Application Information

The post entails all the normal duties assumed by an Early Years Practitioner. The successful candidate should be able to interact effectively with the children and be able to work successfully within a small team. We are looking for applicants who are capable of showing initiative and independence of thought and action, within the school's policy framework.

The successful candidate should be thoroughly familiar with the Curriculum for Excellence, Pre-Birth to Three: Positive Outcomes for Scotland's Children and Families, the National Care Standards and GIRFEC. She/he should be able to show evidence of an ability to plan activities and experiences that deliver the curriculum in an interesting and varied way. We are looking for an Early Learning Practitioner who is able to identify and use learning opportunities as they arise within the activities the children undertake, responding to the needs and prior experiences of the children. A qualification in Early Years is essential. This may be an SCQF Level 6 - 9, HNC or other equivalent qualification.

A smart appearance, the ability to communicate well with our parents and carers and being supportive of the Christian ethos of the College are essential for the post. We would wish the successful applicant to begin in April 2021.

If you are interested in this post, please return the completed form along with a letter of application giving further details, which should include your reasons for applying for this position. The successful applicant should be registered with SSSC and must be either an existing member of the PVG Scheme or be prepared to join this scheme before commencement of employment

Application forms should be emailed to happlications@hamiltoncollege.co.uk - please telephone if receipt is not received (01698 282700). Closing date for applications is 15th March 2021.

Job Description

Early Years Practitioner

Job Description: Early Years Practitioner

Status and Hours: Full Time; 52 weeks; 37.5 hours per week (excludes 30 min lunch).

Salary: £20,475 - £21,957 (subject to review)

Responsible to: Nursery Manager and Head of Junior School and Nursery

It is expected that all Early Years Practitioners will be fully aware of and will implement the school's policies on child protection, Health and Safety and management of children's behaviour. This will require attendance at relevant in-service training.

Specific Duties and Responsibilities

- Interacting effectively and enthusiastically with children
- Motivating and supporting children's participation in learning experiences appropriate to their needs
- Promoting and valuing each individual child and supporting their care and welfare in accordance with standards set by the Care Inspectorate
- Monitoring and tracking
- Promoting equality and awareness of cultural diversity, ensuring that every child experiences a fair and friendly environment
- Providing a suitable role model for children and encouraging high standards of behaviour
- Planning, implementing and evaluating child-centred learning experiences in line with the early level of the Curriculum for Excellence and Pre-Birth to Three: Positive Outcomes for Scotland's Children and Families
- Consulting with children and parents and carers during the planning process
- Involving children in the setting and clearing up of practical activities
- Observing and assessing children using a range of methods including skilful questioning and dialogue
- Liaising with parents on day-to-day matters concerning their children's welfare and development and offering appropriate support
- Recording observations regularly, contributing to children's profiles
- Communication with parents, formally and informally on the wellbeing and progress of children
- Reporting to Nursery Manager any observations/concerns in relation to children and their development
- Engaging in continuous professional development to keep abreast of current developments and trends as well as statutory requirements
- Taking responsibility for implementing whole school and Nursery policies

- Encouraging children to adopt good hygiene practice e.g. hand washing and tooth brushing

General Duties and responsibilities

- Working as part of a team, maintaining good communication and flexibility where required
- Making contributions at staff meetings and INSET days
- Promoting parental participation and effective partnerships with parents and the community
- Liaising with and develop positive and productive relationships with professionals from a wide range of agencies, including Health and Social Work and contribute to joint reports, review meetings or case conferences as appropriate
- Liaising with staff working at other stages to promote continuity in particular for children at points of transition
- Assessing the workplace on a daily basis and report potential hazards
- Ensuring that the indoor and outdoor play environments are safe and secure
- Ensuring that all playrooms and communal areas are kept tidy and well maintained
- Mounting and display pupils' work in the nursery and foyer areas
- Following infection control procedures at all times
- Assisting in the organisation management and replenishment of resources
- Contributing to the evaluation of the work of the team and participating in activities which support evaluation of the establishment's work using the National Care Standards
- Making positive contributions to the strategic and operational planning process
- Participating in staff development and review
- Participating in the training of students and/or work experience pupils
- Supporting the Christian ethos of Hamilton College

Additional Duties at the direction of the School Management

These duties are not exhaustive and additional duties may be required from time to time to ensure the safe and smooth running of the Nursery.

March 2021

Vision and Aims

Vision

The vision of Hamilton College is to provide an excellent education for all pupils within a caring Christian ethos.

Aims

- **Ethos**

To provide a positive caring ethos that demonstrates the relevance of Christian faith to everyday life; to promote a sense of responsibility that shows respect for oneself, others and the environment; and to prepare pupils for active citizenship.

- **Curriculum, Attainment and Achievement**

To provide a framework for learning within and beyond the formal curriculum that offers pupils a range of opportunities designed to help them reach excellent standards of attainment and achievement.

- **Teaching**

To provide effective teaching that is marked by high, but realistic, expectations; and which promotes a joy in learning that forms a sound foundation for continuing achievement in later life.

- **Meeting Pupils' Needs**

To provide challenge and support for learning well-suited to pupils' individual abilities and needs.

- **Resources**

To provide accommodation, resources and facilities that are appropriate to an excellent modern education.

- **Leadership and Management**

To provide effective leadership and management that enables all staff to be aware and responsive to the needs and aspirations of pupils, other staff members, parents and the wider community; and to be successful in pursuing continuous improvement.