

ESMS JUNIOR SCHOOL



EARLY YEARS PRACTITIONER

We are currently recruiting for two full time temporary Early Years Practitioners in the ESMS Junior School from 22 August 2022 until 30 June 2023.

ESMS staff are passionate, pioneering and strive for excellence in everything they do. We value the incredible contributions they make to school life, we invest in their careers and we support their ambitions so that they flourish professionally and personally.

The successful candidate will have experience of working with children, and experience of supporting teachers and Early Years practitioners in a Nursery environment. They will be able to multi-task and prioritise their own workload with good attention to detail. It is essential that the candidate is committed to the ESMS values and is a team player.

Hours of work will be Monday 8:15am to 3:15pm, Tuesday and Thursday 8:15am to 3.45pm, and Wednesday and Friday 8:15am to 3.30pm and a total of 34 hours per week during term time only. The salary range is £23,292 – £25,350 per annum, which is at point 21-24 of the ESMS Support Staff Salary Scales, dependent on experience and qualifications.

Staff are offered a range of benefits including: a generous holiday allowance, enhanced sick pay, family friendly policies, use of the Schools' swimming pool and fitness room outside school hours, membership of the ESMS Discount and Benefits Scheme, including a range of discounts at 130,000 retail and entertainment locations. Staff with children at the Erskine Stewart's Melville Schools are entitled to a tuition fee discount of 50% from Nursery to Sixth Form.

The closing date for applications is 12pm on 8 June 2022 and we anticipate interviews will be held the week commencing 13 June 2022.

TITLE	Early Years Practitioner
BASIC FUNCTION	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.
ACCOUNTABILITY	The Early Years Practitioner is directly accountable to the Nursery Class Teacher for the postholders day-to-day tasks, and through to the Head of Nursery.
AUTHORITY	The Early Years Practitioner has authority as delegated by the Nursery Class Teacher and promoted staff.

RELATIONSHIPS

The Early Years Practitioner works closely with the other staff within the department.

KEY TASKS

Planning

- 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.
- Attend regular team meetings to review progress and contribute verbally to short and long term planning.
- Set up challenging and stimulating indoor and outdoor learning situations.

Observations

- 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.
- Observe children and use these observations, in consultation with the Nursery Class Teacher, to contribute to planning, delivering and recording appropriate learning experiences for the children.
- Encourage children's development through listening, talking and responding to children in a range of learning contexts.
- Provide encouragement, giving help when needed and showing appreciation of children's efforts.
- Track children's development and learning, including noting observations and identifying next steps for children which would contribute to file documentation and information for dispersal to appropriate personnel, ie, teachers, parents.

Delivery of Early Years Service

- Be actively involved in the delivery of an effective Early Years' Service in line with school policy and procedures.
- Welcome children and parents as part of induction and support a seamless transfer to Primary 1.
- Create a warm, supportive and caring environment
- Encourage the emotional, social, physical, creative and intellectual development of the children.
- Be actively involved in all aspects of Early Learning and Childcare which meet the needs of the individual child in line with the school's duty of care.
- Communicate with the appropriate visitors on matters relating to children and families.
- Comply with the School Child Protection Guidelines.
- Safeguard the health, welfare and safety of children, in conjunction with other colleagues, through proper individual and team application of relevant documentation.
- Communicate professionally to parents/carers and share information.
- Use Individual Educational Programmes drawn up by teaching staff to inform practical work with children who have additional support needs.

Teamwork

- Participate in all aspects of teamwork within the Nursery
- Prepare materials/resources to provide learning opportunities for children.
- Display collections of items to encourage and extend children's questions and investigations.
- Use clearing and tidying up routines with children as opportunities for adult/children interaction and children's learning.
- Maintain good health and safety standards of operational practice for the efficient and safe running of the Nursery.
- Contribute to the whole school staff discussions on a range of issues such as cultural diversity, outings, family issues, etc.
- Contribute to the learning and work experience of students on placement from various agencies.

Continuous Professional Development

- Keep abreast of Early Years initiatives and developments and participate in continuing professional development in line with relevant school policy and procedures.
- Attend Planning Time, In-Service courses, Workshops and Conferences, as appropriate, eg, appropriate health and safety training.
- Contribute to team meetings.

Other Tasks

- The Early Years Practitioner will undertake any other tasks as directed by the Nursery Class Teacher or other members of management within the Junior School, which may be reasonably put to them in support of the Junior School's function.
- The Early Years Practitioner must register and adhere to the Codes of Practice for Employees set out by the Scottish Social Services Council (SSSC).

PROFESSIONAL DEVELOPMENT AND REVIEW

The Early Years Practitioner will have opportunities for Staff Development, including regular meetings with the Head of Nursery and will be professionally reviewed as per the School PRD policy.

PERSON SPECIFICATION

- Kind and enthusiastic person who puts the interests of the children first
- Responsible and well organised
- Ability to multi-task and prioritise own workload with good attention to detail
- A good team player who relates well to others
- Demonstrates the values of ESMS.

EXPERIENCE, SKILLS AND QUALIFICATIONS

- Experience observing children and identifying next steps

- Knowledge and understanding of child development and key documents
- Understanding of play and ways in which this supports and develops children's learning
- 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.
- Experience delivering Curriculum for Excellence – Early Level
- An interest in child development is important.

REMUNERATIONS AND OTHER CONSIDERATIONS

As an equal opportunities employer, ESMS is committed to the equal treatment of all current and prospective employees and does not condone discrimination on the basis of age, disability, sex, sexual orientation, pregnancy and maternity, race or ethnicity, religion or belief, gender identity, or marriage and civil partnership. We aspire to have a diverse and inclusive workplace and strongly encourage suitably qualified applicants from a wide range of backgrounds to apply and join ESMS.

Contract	This is a temporary contract available from 22 August 2022 until 30 June 2023. The contract will be for term time only.
Hours of Work	The postholder will be contracted for 34 hours per week. Hours of work will be Monday 8:15am to 3:15pm, Tuesday and Thursday 8.15am to 3.45pm, and Wednesday and Friday 8.15am to 3.30pm.
Annual Leave	This is a term time only post, which take into account a pro-rated entitlement to annual leave and statutory holidays to be paid as part of the monthly salary payments. No annual leave may be taken during term time.
Salary	Salary will reflect qualifications and relevant experience. The salary range is £23,292 – £25,350 per annum, which is point 21-24 on the ESMS Support Staff Salary Scales. Salaries are reviewed annually on 1 st April.
Eligibility	ESMS is unable to sponsor the employment of international workers in this role. International applicants will therefore be unable to apply for and secure a Skilled Worker visa. The successful candidate will only be able to take up this role if they can demonstrate an alternative right to work in the UK.
Pension	Candidates will be eligible to join into the Merchant Company Stakeholder Pension Scheme.
Staff Benefits	Staff are offered a range of benefits including: a generous holiday allowance, enhanced sick pay, family friendly policies, use of the Schools' swimming pool and fitness room outside school hours, membership of the ESMS Discount and Benefits Scheme, including a range of discounts at 130,000 retail and entertainment locations. Staff with children at the Erskine Stewart's Melville Schools are

entitled to a tuition fee discount of 50% pro rata from Nursery to Sixth Form.

ESMS reserves the right to withdraw this vacancy at any time.

APPLICATION PROCEDURE

Applicants must complete the Support Staff application form and Equal Opportunities Monitoring form to be considered for this position. Please note CVs and cover letters will not be accepted. Please submit both forms to recruitment@esms.org.uk before the closing date.

Any enquiries about this position should be directed to Laura McMurray, HR Assistant, at recruitment@esms.org.uk or by phone on 0131 347 5867.

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