

**‘LEAD CHILD DEVELOPMENT OFFICER EARLY YEARS SERVICES’
ROLE DESCRIPTION**

Job Title: Lead Child Development Officer Early Years Services	Period: Permanent (subject to funding)
Responsible to: Early Years Manager	Hours of Work: 1950 Annual. Full Time, usually 37.5 per week.
Salary: Under review	

Purpose of the role

Reporting to the Early Years Manager, you will be a flexible, open minded and reflective individual, with excellent communication skills. Demonstrating reliability and enthusiasm, The Indigo Group Lead Child Development Officers will be well organized with a positive approach. We aim to recruit team members who are passionate about high quality Early Years practice and share a vision of best practice.

Main Duties and Responsibilities

1. You will provide a high quality, caring, safe and stimulating learning environment that enables children to develop at their own pace.
2. To open and close premises to ensure security of buildings.
3. To act as main contact person in the absence of Line Manager.
4. Contribute to policy making and the implementation of The Indigo Group’s policies and procedures.
5. Plan for and deliver balanced programmes for learning in accordance with Curriculum documents for children 0-5 years.
6. Take responsibility for specific tasks relating to Improvement and development.
7. Demonstrate good level of understanding of the Health and Social Care Standards
8. To actively participate in planning, monitoring and evaluating children’s learning.
9. To assess and record children’s development and learning, implementing special programmes where required.
10. To contribute to working towards closing the attainment gap.
11. Attend and contribute to meetings, and facilitate meetings where required.
12. To work effectively and positively as part of a team.
13. To provide mentoring support to new members of staff.

14. Participate in training and supporting students and work experience candidates.
15. Liaise with parents keeping them updated on their child's progress.
16. Support and develop parental participation and involve parents in children's learning.
17. To demonstrate flexibility to respond to changes in shift pattern to ensure quality and continuity.

Knowledge, Qualifications, Skills and Experience
<p>Knowledge/Qualifications</p> <p>Essential</p> <ul style="list-style-type: none"> • Minimum HNC or Level 3 Childcare & Education/CCLD (or equivalent) • Experience delivering Curriculum Framework Birth to Three & 3-5 • Experience planning and evaluating children's learning in Early Years • Registration with SSSC (registration should be held or documents should have been submitted) • First Aid & HIV <p>Desirable</p> <ul style="list-style-type: none"> • REHIS (Food Hygiene) • Additional Early Years/Additional Support for Learning Qualification • Recent Child Protection Training • Conversant with Health & Safety procedures and legislation
<p>Skills</p> <ul style="list-style-type: none"> • Excellent interpersonal and communication skills. • Excellent recording and reporting skills. • IT literate (word processing). • Ability to exercise initiative and innovation. • Excellent problem solving ability. • Ability to work under pressure. • Demonstrate excellent childcare knowledge and practice.
<p>Experience</p> <ul style="list-style-type: none"> • At least 2 years' experience in a similar role preferred. • Experience working with children 0-5 years. • Experience of the voluntary sector preferred but not essential.

Job Features

Planning and Organizing

- Plan and organize workload with team and line manager to ensure good time management.
- Take part in curriculum and organizational planning.
- Contribute positively to strategic and operational planning process.
- You will actively contribute to plans for development and improvement.
- Contribute to the management and organization of effective teams.

Decision Making

- Support operational decisions to ensure best practice is adhered to.

Internal/External Relationships

- Directly responsible to the Early Years Manager, you will support preparation of reports and collection of information.
- Where required, you will be involved in relevant forums/groups/working groups.
- You will liaise with staff and parents ensuring information is passed on accurately.
- You will attend staff/team meetings.
- You will link with relevant agencies to provide excellent integrated services.
- You will work closely and positively with other Indigo Group staff to promote fluidity and integration of all our childcare services.

Problem Solving

- Apply a common sense approach to problem solving.
- You will support the recommendation of, and implement, actions relating to your role.

Quality

- You will be responsible for delivering high quality childcare, and have the ability to understand and apply quality assessment tools.
- You will ensure all safety requirements are adhered to.
- You will assess risk and carry out relevant assessments.
- You will observe, implement and promote The Indigo Group's policies and procedures.

Regulatory Requirements

- Have a full understanding of the National Care Standards and be able to relate this to your day-to-day role to promote excellent working practices.
- You will comply with SSSC Code of Practice.

Development

- You will participate in evaluation of the service to inform funders and future development.
- You will be responsible for supporting curriculum development using National Curriculum documents.
- Through planning you will develop and promote learning opportunities for all aspects

of the curriculum.

- You will demonstrate a commitment to your own Continued Professional Development.
- You will take part in performance reviews and appraisals.
- Positively train and support students, modern apprentices, work experience.

General

- Whilst this role is primarily based within Early Years Services, Child Development Officer posts will, when required, work across all aspects of The Indigo Group.
- Any other relevant duties identified as appropriate by the Board / Line Manager.

Outline of Terms and conditions of Employment.

Contracts will be issued on appointment

- 1. Confirmation of appointment:** Confirmation of appointment is subject to satisfactory completion of a 3-month probationary period.
- 2. Salary:** The salary for the post is Points 15-24 on the SJC scale, currently £17,128-£21,562 with additional hours worked to be taken as Time Off in Lieu.
- 3. Hours of work:** Usual hours of work will be 37.5 per week, 7.5 hours per day with 30 minutes lunch, to fit in with a shift pattern. This post may also require some flexibility to meet the needs of the Service.
- 4. Place of Work:** Child Development Officers will usually be based within our Early Years settings, 123 Castlemilk Drive or 29 Dunagoil Road, Castlemilk. This post may also require some flexibility to meet the needs of the Service.
- 5. Holidays:** Annual leave entitlement is 25 days and 12 Public holidays.
- 6. Pension:** Once appointment is confirmed you are eligible to join the employer's pension fund. The current pension contribution is 3.5% from employee, matched by The Indigo Childcare Group to a further 3.5%. If you are already in a pension scheme other arrangements may be possible.
- 7. Training and support and supervision:** You will receive induction training and frequent support in the first three months. Thereafter, you will receive regular individual support and supervision and annual appraisal from your Line Manager/Head of Service. Staff have access to internal and external training.
- 8. Equal Opportunities and Family Friendly Employment:** Indigo Childcare Group aims to be an equal opportunity employer.

Timetable for appointment:

Closing Date:

Interviews: To be confirmed



Standard safe recruitment practices will be followed, these include:

- Positive Enhanced Disclosure check
- 2 references, 1 must be from previous employer
- G.P. Medical Request Form
- Health Questionnaire
- Self Declaration