



Early Years Development Worker – Job Description

Job Title:	Early Years Development Worker
Qualifications/ Experience:	One of the following: SVQ Level 3 or HNC Early Years
Salary Scale:	£23,283.60pa (rising to £25,272 from 1st Apr 2025)
Hours:	38 hrs. per week
Responsible to:	Senior Early Years Development Workers

Main Functions of the Post:

1. To plan, implement and evaluate programmes of care and education for children under 5's, in accordance with the Pre-Birth to Three, Realising the Ambition, the Curriculum for Excellence and the Jeely pedagogy.
2. To set up the nursery in accordance with the curriculum and children's care plans.
3. To support parents and carers in their role as primary carers.
4. To contribute to the evaluation of service provision.

Main Duties:

1. To work in a non-judgemental way and to respect confidentiality of service-users.
2. To participate in the planning, implementation, and evaluation of programmes of care and education for children under 5, in accordance with the curriculum and National Practice Model Getting It Right for Every Child.
3. To participate in the planning, implementation and evaluation of home support programmes for families in response to specific, identified needs
4. To ensure that all equipment is maintained in accordance with health and safety policies and procedures.
5. To provide one to one support to children, parents/carers in response to their needs as agreed with senior staff and Head of Service.
6. To participate in a multi-agency approach to service provision
7. To arrange for the delivery and setting out of equipment/supplies required for outreach programmes.

8. To become conversant with the policies and procedures of the Jeely Piece Club, and to implement these in everyday practice.
9. To attend such meetings and training sessions as may be deemed necessary by the managers of the Jeely Piece Club
10. To contribute to the production of publicity materials and assist in campaigns to publicise Jeely Piece Club services.
11. Support and supervise sessional workers, volunteers and students.
12. To undertake such other relevant duties as may be required from time to time by senior staff members and Head of Service.
13. To cover specific areas of the service when required.

Person Specification

ESSENTIAL

One of the following:

- SVQ3 Children's Care, Learning and Development
- HNC Early Years

▪ IN ADDITION,

- Registration with the Scottish Social Services Council
- Experience working with children
- Knowledge and understanding of child protection issues
- Non-judgemental attitude to service users
- Ability to work flexibly
- Able to use initiative

DESIRABLE

- Experience working with families
- Ability to work in a variety of teams
- Experience in recording information