Early Years Practitioner(s)

In August 2014 the High School of Dundee is opening a brand-new, purpose-built Nursery for up to 64 children aged 3-5. We are therefore now looking for Early Years Practitioners with appropriate experience in Nursery and/or Early Years education to join our team in this very exciting development for the school.

The High School of Dundee Nursery will be housed in the Mary Lily Walker building, currently in the final stages of construction, situated in the grounds of our Mayfield Sports complex on the Arbroath Road. It will provide nursery education and care of the highest standard to children aged 3-5 years. The nursery has the capacity to cater for 64 children and will be open 50 weeks of the year from 7.30am -6.00pm.

Responsible to the Nursery Manager and Deputy Nursery Manager, the post(s) will be permanent. Some may be full-time, but we will also be looking for part-time EYPs, and possibly some for term-time only. We will therefore welcome applications from suitably qualified professionals in all these categories. The post is tenable from Monday 11 August 2014.

The successful applicant must be registered with, or be eligible to be registered with the Scottish Social Services Council and be on Disclosure Scotland’s Protection of Vulnerable Groups (PVG) Scheme.

Salary will be according to the High School of Dundee salary scale.

The Post

The Early Years Practitioner will work as part of a team to plan, support, develop and implement the education and care of young children aged 3 to 5 years.

Main features of the remit

- Plan, develop and extend learning for all children
- Organise and lead small group and individual activities
- Be the key worker for a group of children
- Liaise with other nursery staff to share information about individual children
- Follow health and safety and child protection guidelines and procedures at all times
- Assist in the organising, layout and clearing of the indoor and outdoor play areas ensuring all equipment is hygienic and well maintained
- Attend to all aspects of children’s care and wellbeing, including assisting with toileting and changing, administering first aid and medication
- Foster and maintain good relations with children, colleagues and parents
- Participate in reporting and progress monitoring for children
- Engage in Staff Review and CPD
- Participate in nursery staff meetings
• Contribute to the development and implementation of the nursery improvement plan
• Ensure the positive management of children’s behaviour at all times
• Undertake such other duties as the Rector may from time to time determine

Curriculum

The Early Years Practitioner will work in collaboration with the Nursery Manager and Deputy Manager to deliver a two-year rolling curriculum. To ensure the High School of Dundee Nursery provides the highest standard of nursery education the curriculum, as per The Child at the Centre and Curriculum for Excellence, will focus on the following areas.

• Literacy and Language Development
• Number and Numeracy
• Health and Well-being
• Physical Development
• Exploring the World
• The Expressive Arts

The Candidate

The successful candidate should have:

• SNNB / HNC In Childcare / Education or equivalent
• Significant experience of working in early years establishments
• A dynamic approach to learning and teaching
• Empathy with children, especially aged 3-5
• Enthusiasm and drive
• An open and approachable manner
• A comprehensive knowledge of current Early Years educational initiatives and procedures according to National guidelines
• The ability work within a team
• Excellent oral and written communication skills
• Excellent observational and organisational skills
• A high standard of IT skills
• An ability to communicate and liaise effectively and sensitively with parents
• A commitment to ongoing professional development
• An ability to work on own initiative
• Flexibility and a sense of humour

A completed application form, along with an accompanying letter, a full CV and the names, and contact details of three referees, should be sent or emailed to Dr John D Halliday, Rector, High School of Dundee, Euclid Crescent, Dundee, DD1 1HU. rector@highschoolofdundee.org.uk

Closing date for applications is Wednesday 28 May 2014.
General Terms of Appointment

Hours of Work: The nursery will be open 50 weeks of the year from 7.30am - 6.00pm. Working hours available are variable including term-time only, 50 weeks, part-time and full-time. All posts are permanent.

Salary: Salary is based on the High School of Dundee salary scale which is above the national scales.

Probationary Period: There is a probationary period of three months.

Holidays: 25 days plus 12 Public Days at times designated by the School. 5 days’ annual leave to be kept aside for the School’s Christmas shutdown period. Annual leave should be taken during the designated School holidays where appropriate.

Pension: The school operates an auto enrolment defined contributions pension scheme and an alternative defined benefits (final salary) pension scheme. Both schemes are contributory. Further details on request.

Childcare Vouchers: The School operates a Childcare Voucher Scheme run by Edenred which is open to all employees.

My Work Offers: The School provides access to an online savings platform which offers discounted clothes, food, holidays, leisure trips and more to all staff.

Parking: Limited parking is available on site.

Smoking: Smoking is not permitted on any of the School grounds or premises.

Medical: The successful applicant will be required to complete a medical questionnaire by the School Medical Officer. The outcome of which has no bearing on the appointment but highlights any adjustments the School may need to consider in employment.

Child Protection: It is a requirement to comply with legislation protecting vulnerable groups that the School undertakes a check in respect of any new member of staff with the Scottish Criminal Records Office in line with the Protection of Vulnerable Groups Scheme.

Start Date: 11 August 2014