

Early Years Practitioner

In August 2014 the High School of Dundee opened a brand-new, purpose-built Nursery for up to 64 children aged 3-5.

We currently have a vacancy for an additional Early Years Practitioner with appropriate experience in Nursery and/or Early Years education.

The High School of Dundee Nursery is housed in the Mary Lily Walker building, situated in the grounds of our Mayfield Sports complex on Arbroath Road, Dundee. The facility provides nursery education and care of the highest standard for children aged 3-5 years. The nursery has the capacity to cater for 64 children and is open 50 weeks of the year from 8am -6.00pm.

Responsible to the Nursery Manager and Deputy Nursery Manager, the post will be:

- Temporary to January 2023
- 40 hours per week
- School term time plus contract (40 weeks per annum)
- Tenable from January 2022

The successful applicant must be registered with or be eligible to be registered with the Scottish Social Services Council. Salary will be according to the High School of Dundee salary scale, which is above the national scales.

The Post

The Early Years Practitioner will work as part of a team to plan, support and develop 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
- Adhere to Health, Safety and Child Protection guidelines and procedures
- 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
- Fostering and maintaining good relations with children, parents/guardians, and colleagues
- Participate in the reporting and progress monitoring for children
- Engage in Staff Review and Continuous Professional Development (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
- Undertaking 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 Nursery Deputy Manager to deliver a two-year rolling curriculum. In order 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
- The ability to empathise with children aged 3-5
- Enthusiasm and drive
- An open and approachable manner
- A comprehensive knowledge of current Early Years educational initiatives and procedures in accordance with the National guidelines
- The ability work within a team
- Excellent oral and written communication skills
- Excellent observational and organisational skills
- High standard of IT skills
- Ability to communicate and liaise effectively and sensitively with parents
- A commitment to ongoing professional development
- 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 hr@highschoolofdundee.org.uk.

Closing date for applications is **Friday 26 November 2021**.