



DEVELOPMENT AND SUPPORT OFFICER (National Post)

Based in Glasgow

This post is a unique opportunity for an enthusiastic and motivated individual to join our team at an exciting time of development and expansion at Early Years Scotland!

Based at our head office in Glasgow, the Development and Support Officer will provide remote support for staff and managers in Early Learning and Childcare (ELC) settings across the country. You will be able to effectively use a variety of communication methods, including digital communication such as teleconferences, Skype or other digital platforms as many of the settings will be located in rural areas. There may also be a small amount of travel involved where necessary. You will be working in partnership with other relevant agencies and a variety of local authority early years teams where appropriate.

You should have a sound knowledge of supporting and advising management committees, supporting curriculum initiatives, offering business support and an awareness of emerging practice in the Early Learning and Childcare sector.

Is this role for you? Do the following apply to you?

- You currently work in Early Years and have knowledge of local Partnership frameworks and agreements
- You have the ability to prioritise levels of support required by ELC settings across the private, local authority and voluntary sector
- You have been involved with, served on or supported an Early Years establishment committee or management board
- You have a sound knowledge of Early Years policy and procedures
- You are aware of local governance for charities (OSCR)
- You provide/have provided guidance and support to management/committees in best practice
- You have a passion for supporting best practice and helping others to meet the needs and requirements of providers
- You have knowledge and understanding of Curriculum for Excellence, Pre Birth to Three, Building the Ambition, GIRFEC, HGIOELC, National Health and Social Care Standards and other relevant documents and publications to support the Early Learning and Childcare sector
- You understand the support required by Parent and Toddler settings
- You have knowledge of the inspection processes and requirements for ELC settings
- You have knowledge and confidence in using digital methods of communication
- You can be creative in providing support to settings in rural locations.

Closing date for applications: Noon, 28 August Interviews to take place on: Thursday 31 August
Candidates selected for interview will be informed on 28 August 2017

Post Details:

- **35 hours per week over 44 weeks per annum**
 - **£19,382 per annum (Point 19 on Scale 19-22)**
 - **20 days Annual Leave in the first year**
 - **EYS recognises 12 public holidays per annum**
- Pay and allowances are pro-rata to contracted hours

Applicants should be eligible to register as a Practitioner with SSSC (e.g. HNC Early Education & Childcare or SVQ Level 3 Children's Care, Learning and Development. Also, ideally, SVQ Level 4 Childcare Learning and Development **A full, current driving licence with own transport for business use and membership of PVG Scheme are required**

Please visit: <http://www.earlyyearsscotland.org/news/job-vacancies/> for application packs and full post information
Please **do not send CVs** For more information contact Gail Squires on 0141 221 4148. **This is a re-advertisement, previous applicants need not apply as they will be automatically reconsidered.**

