





**Roles and Responsibilities
Auchinairn Early Years Centre
2020/21**

Name	Role	Responsibility	Lead
<p style="text-align: center;"><u>Janet Brady</u></p> 	<p style="text-align: center;"><u>Head of Centre</u></p>	<p>Overall responsibility for the nursery. Manage the establishment to the benefit of children, families and the wider community in compliance with national and local authority guidance and the statutes relating to the provision of education and care to staff and children. Promote the implementation of a positive centre ethos that values each individual equally. Responsible for the management of the welfare and pastoral care of employees. Provide professional advice, support and guidance to other employees. Responsible for health and safety arrangements relating to an area of the centre. Deliver a service that promotes social justice and anti-discrimination. Plan and monitor delegated budgets and identify and access other funds. Manage the appropriate and effective delivery of the curriculum. Plan and monitor delegated budgets and identify and access other funds.</p>	<p>Child Protection and Safeguarding Coordinator , EYWs PDR's, Teachers PRDs, Pastoral Notes, LAP meetings, SW meetings, HT meetings Liaison/Communication with parents and carers. Liaison with other agencies. Organise parent evenings and Stay and Share evenings. Yearly Quality Improvement and Standard and Quality Reports for East Dunbartonshire Council. Monitoring staff and playrooms. Be accountable for a budget to achieve objectives relating to specific projects/priorities/activities within the context of the management responsibilities of the post.</p> <p>West of Scotland Moderation Cluster Group – attend meetings with Head Teachers and Head of Centres</p> <p><u>STINT Coordinator –</u> Liaise with DHoC, teacher, SEYWs and keyworkers to ensure that all children with additional needs have short and long term targets and a Wellbeing Assessment is created by teachers and keyworkers. Checking through regular updates that these targets are still relevant to the child. Attend and lead TAC and initial meetings with parents and Educ Psych and give input of child's progress</p> <p><u>Arrange and Lead Support for All meetings</u></p>



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Name	Role	Responsibility	Lead
<p style="text-align: center;"><u>Michelle Durham</u></p> 	<p style="text-align: center;"><u>Depute Head of Centre</u></p>	<p>Overall responsibility for the nursery when the Head of Centre is absent. Manage and support the Head of Centre in the running of the establishment to the benefit of children, families and the wider community in compliance with national and local authority guidance and the statutes relating to the provision of education and care to staff and children. Promote the implementation of a positive centre ethos that values each individual equally. Provide professional advice, support and guidance to other employees as appropriate. Contribute to the centres Standards and Quality Report Encourage continuous professional development (CPD) in the form of a learning community.</p> <p><u>STINT Coordinator –</u> Liaise with HoC, teacher, SEYWs and keyworkers to ensure that all children with additional needs have short and long term targets and a Wellbeing Assessment is created by teachers and keyworkers. Checking through regular updates that these targets are still relevant to the child. Attend and lead TAC and initial meetings with parents and Educ. Psych and give input of child’s progress</p> <p><u>Represent Auchinairn EYC at LAP meetings</u></p>	<p>Depute Child Protection and Safeguarding Coordinator. Community coordinator. Leads organises and authorises annual leave and supply staff. Ipad monitoring, returning and new children’s Allocations, monitoring children’s paperwork, monitoring SEYW playroom. EY management meetings, Meeting the Teachers, children observations, recording and assessment. Ferre Laevers observations, health and wellbeing. Liaison/Communication with parents and carers. Liaison with other agencies. Local authority Quality and Standards coordinator with East Dunbartonshire Council. Form and maintain effective working relationships with all users of the centre and the centre’s staff, Parent group, other educational establishments, representatives of the wider community, and representatives of external agencies. Quality Standards for EDC task planning group</p> <p><u>Family Champion</u> Working with families to improve parenting skills through the Triple P programme (Positive Parenting Programme) or/and Triple P tip sheet workshops. Working in conjunction with Fiona, Claire, Amarjit and Sharon from EDC to encourage families to engage and be involved in family learning and workshops</p>

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<p style="text-align: center;">Katie Cooper</p> 	<p style="text-align: center;">Senior EYW Keyworker Hazel Group</p> 	<p><u>Senior Early Years Worker</u> Support the Head of Centre and Depute Head of Centre in developing a range of appropriate experiences and learning opportunities suitable for children's age and stage of development within an extended day centre. Support the creation of a safe, caring, stimulating and inclusive environment for parents and families. Be responsible for and assist and support staff in all aspects of care for young children including toilet training, changing clothing and dental hygiene. Oversee the placement activities of modern apprentices and early years students and trainees and provide support to them. Supervise, mentor and report on their performance to the Head of Centre and college tutors.</p>	<p>Senior Early Years Worker Ensuring that 3-5 year old room is managed to support children and staff in a safe caring environment, giving children challenge and support. Oversee the 3-5 playroom ensuring that staff and students have room rotas, planning updates and children's Learning Journals are up to date. Manage toilet training and nappy changing rotas to ensure that the child's needs come first. Support keyworkers and the teacher to create Wellbeing assessments and action plans/ targets if required for children in the 3-5 room. Work with the teacher and staff to organise planning meetings on a weekly basis.</p> <p>Physical Lead Shake and Wake and Play on Pedals</p> <p>Nurture Coordinator Ferre Laevers Observations, followed by Boxhall observations for identified children.</p> <p>Parents Group Lead Work with other staff members to encourage parents and carers to have more involvement and engagement.</p> <p>Mentor for new staff and student</p>

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<p style="text-align: center;"><u>Lauren Brown</u></p> 	<p style="text-align: center;"><u>Senior EYW</u> <u>Keyworker Willow room</u></p> 	<p>Support the Head of Centre and Depute Head of Centre in developing a range of appropriate experiences and learning opportunities suitable for children's age and stage of development within an extended day centre.</p> <p>Support the creation of a safe, caring, stimulating and inclusive environment for parents and families.</p> <p>Oversee the placement activities of modern apprentices and early years students and trainees and provide support to them.</p> <p>Supervise, mentor and report on their performance to the Head of Centre and college tutors.</p> <p>Be responsible for and assist and support staff in all aspects of care for young children including toilet training, changing clothing and dental hygiene.</p>	<p><u>First Aider</u></p> <p>Named First aider. Responsible for first aid boxes and equipment, ensuring that resources are in date.</p> <p><u>Willow Room SEYW</u></p> <p>Oversee the Willow room ensuring that staff and students have room rotas, planning updates and children's Learning Journals are up to date.</p> <p>Organise settling in of children and meetings with parents as required.</p> <p>Manage toilet training and nappy changing rotas to ensure that the child's needs come first.</p> <p><u>ASN Coordinator for Willow Room</u></p> <p>Working with keyworkers to create Wellbeing assessments and action plans/ targets if required.</p> <p><u>Mentor for new staff and student</u></p>

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Meera Menon



Nursery Teacher

As an early years teacher you will:

Motivate and stimulate a child's learning abilities, often encouraging learning through experience

- provide pastoral care and support to children and give them with a secure learning environment
- assist with the development of a child's emotional, social, language and physical coordination abilities
- develop and produce visual aids and teaching resources
- As Early Literacy coordinator will observe, assess and record children's progress in EL folder
- encourage mathematical and creative development through stories, songs, games, drawing and imaginative play
- help children develop curiosity and knowledge
- work with Early Years Workers, EYSW, MA and students to plan and coordinate work both indoors and outdoors
- share knowledge gained with other practitioners and build and maintain relationships with parents
- observe, assess and record each child's progress
- ensure the health and safety of children and staff is maintained during all activities, both inside and outside the nursery
- keep up to date with changes in the curriculum and developments in best practice. **Challenging and Supporting children**

Working with children who need support and challenging more able children in their learning. Creating and sustaining appropriate working relationships with all staff, parents and partner agencies to support learning and wellbeing.

Curriculum Lead

Supporting Literacy and Numeracy co-ordinators
Ensuring quality planning within all zones
Tracking curriculum coverage
Collating and reviewing tracking and assessment to ensure all children are supported to make progress.

Supporting Head of centre and Deputy to manage Stint paperwork. Collate assessment data and support the team complete all relevant paperwork to access support needed. Ensuring that all children with additional needs have short and long term targets and a Well-being Assessment. Checking through regular updates that these targets are still relevant to the child. Attend TAC and initial meetings with parents and Educ Psych and give input of child's progress. Supporting children and parents with enhanced transition.



Challenging and Supporting children

Working with children who need support and challenging more able children in their learning.



To attend all planning and supporting the children meetings.

Mentor for new staff and student



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<p style="text-align: center;"><u>Samantha Sloan</u></p> 	<p style="text-align: center;"><u>Keyworker Beech Group</u></p> 	<p><u>Beech Keyworker</u> Observe, assess and record the individual needs of children, orally and in writing and use the results of observation and assessment to plan collaboratively, both orally and in writing, for the next steps in children’s development. Report on children’s progress both orally and in writing to parent/carers, and other agencies, implementing programmes as advised, and contribute to and attend parent afternoons/ evenings and workshops to inform parents of their children’s development. Provide information to contribute to reviews of children’s progress, attending and contributing to these as directed by the Head of Centre in planning for children development Contribute to a positive ethos within the establishment including supporting and contributing to events and activities to promote the nursery within its community. Adhere to Child Protection Policy and Procedures for the safety and well- being of children. Mentor and support student early years workers and those on work training or work experience.</p>	<p><u>Big Bedtime Read Coordinator</u> Big Bedtime Read focusses on raising parents’ awareness of the importance of reading to children and on encouraging them to read regularly to their children each night. It includes an emphasis on establishing good bedtime routines and on maximizes opportunities throughout the day to engage children in early reading experiences.</p> <p><u>Keyworker</u> Meeting each child’s social and emotional needs and consider the personal qualities necessary for a strong, reliable and warm relationship. Scaffolding the children’s learning from home to nursery.</p> <p><u>BA Year 2</u> <u>Mentor for new staff and student</u></p>



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<p style="text-align: center;">Scott Lindsay</p> 	<p style="text-align: center;"><u>Keyworker Elm Group</u></p> 	<p>Observe, assess and record the individual needs of children, orally and in writing and use the results of observation and assessment to plan collaboratively, both orally and in writing, for the next steps in children’s development. Report on children’s progress both orally and in writing to parent/carers, and other agencies, implementing programmes as advised, and contribute to and attend parent afternoons/evenings and workshops to inform parents of their children’s development.</p> <p>Provide information to contribute to reviews of children’s progress, attending and contributing to these as directed by the Head of Centre in planning for children development</p> <p>Contribute to a positive ethos within the establishment including supporting and contributing to events and activities to promote the nursery within its community.</p> <p>Adhere to Child Protection Policy and Procedures for the safety and wellbeing of children.</p> <p>Mentor and support student early years workers and those on work training or work experience</p>	<p><u>Eco Committee</u> An Action Plan is created with input from children on the Eco-Committee. Actions on your Action Plan are led by staff, but designed to involve children. Plan actions for three topics Action Plan contains timescales, who is responsible for the actions and how your topic actions will be monitored and evaluated. A copy of your Action Plan is displayed on a new <u>Eco-Board</u> for parents and children</p> <p><u>Forest Schools Coordinator</u> With others Coordinators plan and oversee the day to day delivery of the principles of Forest school, by ensuring that a risk assessment of planned activities is carried out before entering the wooded area. To ensure the safety of children and staff at all times teaching children how to respect the outdoors and the dangers that can be found within the area. The coordinator will ensure effective communication with Head of Centre/Depute and other staff and children. To ensure the health and safety of all participants, including writing and checking risk assessments for the sites, tools and resources used. To regularly check and maintain tools and other equipment. To keep permission forms and records as appropriate of emergency contact details for children and have a mobile phone with the group for any emergencies</p> <p><u>Mentor for new staff and students</u></p>



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<p style="text-align: center;"><u>Jacqueline Richardson</u></p> 	<p style="text-align: center;"><u>Keyworker Myrtle Group</u></p> 	<p>Observe, assess and record the individual needs of children, orally and in writing and use the results of observation and assessment to plan collaboratively, both orally and in writing, for the next steps in children’s development. Report on children’s progress both orally and in writing to parent/carers, and other agencies, implementing programmes as advised, and contribute to and attend parent afternoons/evenings and workshops to inform parents of their children’s development.</p> <p>Provide information to contribute to reviews of children’s progress, attending and contributing to these as directed by the Head of Centre in planning for children development</p> <p>Contribute to a positive ethos within the establishment including supporting and contributing to events and activities to promote the nursery within its community.</p> <p>Adhere to Child Protection Policy and Procedures for the safety and wellbeing of children.</p> <p>Mentor and support student early years workers and those on work training or work experience.</p>	<p><u>Numeracy Coordinator</u></p> <p>Working with Gill and Meera to ensure individual children and groups of children with identified needs are targeted and appropriate interventions are put in place and delivered so that children receive the support they need including challenging more able children.</p> <p><u>Parents Group</u></p> <p>Work with other staff members to encourage parents and carers to have more involvement and engagement.</p> <p><u>SVQ8</u></p> <p>Continue with lifelong learning strategies and complete the SVQ8 in Childhood studies.</p>


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<p style="text-align: center;"><u>Fiona Diamond</u></p> 	<p style="text-align: center;"><u>Keyworker Willow Group</u></p> 	<p>Observe, assess and record the individual needs of children, orally and in writing and use the results of observation and assessment to plan collaboratively, both orally and in writing, for the next steps in children’s development. Report on children’s progress both orally and in writing to parent/carers, and other agencies, implementing programmes as advised, and contribute to and attend parent afternoons/evenings and workshops to inform parents of their children’s development.</p> <p>Provide information to contribute to reviews of children’s progress, attending and contributing to these as directed by the Head of Centre in planning for children development</p> <p>Contribute to a positive ethos within the establishment including supporting and contributing to events and activities to promote the nursery within its community.</p> <p>Adhere to Child Protection Policy and Procedures for the safety and wellbeing of children.</p> <p>Mentor and support student early years workers and those on work training or work experience</p>	<p><u>Family Champion</u></p> <p>Working with families to improve parenting skills through the Triple P programme (Positive Parenting Programme) or/and Triple P tip sheet workshops. Working in conjunction with Michelle, Claire, Amarjit and Sharon from EDC to encourage families to engage and be involved in family learning and workshops.</p> <p><u>2 Year old keyworker</u></p> <p>Working in the 2 year old room with the team of four to enhance our two year old provision in Auchinairn ELCC.</p> <p><u>First Aider</u></p> <p><u>Mentor for new staff and student</u></p>



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<p style="text-align: center;">Ronnie McKinnon</p> 	<p style="text-align: center;"><u>Keyworker Cherry</u></p> 	<p>Observe, assess and record the individual needs of children, orally and in writing and use the results of observation and assessment to plan collaboratively, both orally and in writing, for the next steps in children’s development. Report on children’s progress both orally and in writing to parent/carers, and other agencies, implementing programmes as advised, and contribute to and attend parent afternoons/ evenings and workshops to inform parents of their children’s development.</p> <p>Provide information to contribute to reviews of children’s progress, attending and contributing to these as directed by the Head of Centre in planning for children development</p> <p>Contribute to a positive ethos within the establishment including supporting and contributing to events and activities to promote the nursery within its community.</p> <p>Adhere to Child Protection Policy and Procedures for the safety and wellbeing of children.</p> <p>Mentor and support student early years workers and those on work training or work experience.</p>	<p><u>Garden Coordinator</u></p> <p>The garden coordinators with the help of children and parents ensure the upkeep of the sensory Garden, Green House and planters, which offers children the opportunity to learn about planting, growing, and harvesting plants from seed to table. In addition to maintaining the garden, coordinators will give the children the chance to work with staff to enhance all areas of the outdoor space.</p> <p><u>STEM Coordinator</u></p> <p>The STEM coordinators will instil creativity and lead to new ideas and curiosity, building resilience and encourage teamwork. The STEM Coordinator leads activities give children the opportunity to problem solve and experiment in STEM.</p> <p><u>Keyworker</u></p> <p>Meeting each child’s social and emotional needs and consider the personal qualities necessary for a strong, reliable and warm relationship.</p> <p>Scaffolding the children’s learning from home to nursery.</p>



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<p style="text-align: center;"><u>Alan Winchcole</u></p> 	<p style="text-align: center;"><u>Early Years Support Worker</u></p>	<p>The Peripatetic Early Years Support Worker's role is to support practitioners in providing Early Learning and Childcare of the highest quality within a safe, caring and welcoming environment.</p> <p>Provide assistance and support to children with additional support needs, to overcome barriers to learning and participation.</p> <p>Undertake activities on all aspects of personal care needs, mobility support needs and all relevant health and safety matters in relation</p>	<p><u>SVQ 3</u> Complete SVQ and qualify as an Early Year Worker</p> <p><u>The role of early years support worker</u> Support staff and work with children with ASN and groups of children to support and challenge</p>



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<p style="text-align: center;"><u>Gill Stuart</u></p> 	<p style="text-align: center;"><u>Keyworker Hawthorn</u></p> 	<p>Observe, assess and record the individual needs of children, orally and in writing and use the results of observation and assessment to plan collaboratively, both orally and in writing, for the next steps in children's development. Report on children's progress both orally and in writing to parent/carers, and other agencies, implementing programmes as advised, and contribute to and attend parent afternoons/evenings and workshops to inform parents of their children's development.</p> <p>Provide information to contribute to reviews of children's progress, attending and contributing to these as directed by the Head of Centre in planning for children development</p> <p>Contribute to a positive ethos within the establishment including supporting and contributing to events and activities to promote the nursery within its community.</p> <p>Adhere to Child Protection Policy and Procedures for the safety and wellbeing of children.</p> <p>Mentor and support student early years workers and those on work training or work experience.</p>	<p><u>Numeracy Coordinator</u></p> <p>Working with Jacqueline and Meera to ensure individual children and groups of children with identified needs are targeted and appropriate interventions are put in place and delivered so that children receive the support they need including challenging more able children.</p> <p><u>ASN Coordinator</u></p> <p><u>Keyworker</u></p> <p>Meeting each child's social and emotional needs and consider the personal qualities necessary for a strong, reliable and warm relationship. Scaffolding the children's learning from home to nursery.</p>



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<p style="text-align: center;"><u>Susan Hare</u></p> 	<p style="text-align: center;"><u>Keyworker Hawthorn</u></p> 	<p>Observe, assess and record the individual needs of children, orally and in writing and use the results of observation and assessment to plan collaboratively, both orally and in writing, for the next steps in children’s development. Report on children’s progress both orally and in writing to parent/carers, and other agencies, implementing programmes as advised, and contribute to and attend parent afternoons/ evenings and workshops to inform parents of their children’s development.</p> <p>Provide information to contribute to reviews of children’s progress, attending and contributing to these as directed by the Head of Centre in planning for children development</p> <p>Contribute to a positive ethos within the establishment including supporting and contributing to events and activities to promote the nursery within its community.</p> <p>Adhere to Child Protection Policy and Procedures for the safety and wellbeing of children.</p> <p>Mentor and support student early years workers and those on work training or work experience.</p>	<p><u>ECO Committee</u></p> <p>An Action Plan is created with input from children on the Eco-Committee. Actions on your Action Plan are led by staff, but designed to involve children. Plan actions for three topics</p> <p>Action Plan contains timescales, who is responsible for the actions and how your topic actions will be monitored and evaluated.</p> <p>A copy of your Action Plan is displayed on a new <u>Eco-Board</u> for parents and children.</p> <p><u>Parents Group</u></p> <p>Work with other staff members to encourage parents and carers to have more involvement and engagement.</p> <p><u>Keyworker</u></p> <p>Meeting each child’s social and emotional needs and consider the personal qualities necessary for a strong, reliable and warm relationship. Scaffolding the children’s learning from home to nursery</p>



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<p data-bbox="114 339 277 368">Amarjit Kang</p> 	<p data-bbox="678 339 871 368"><u>Keyworker Oak</u></p> 	<p data-bbox="972 339 1534 1230">Observe, assess and record the individual needs of children, orally and in writing and use the results of observation and assessment to plan collaboratively, both orally and in writing, for the next steps in children’s development. Report on children’s progress both orally and in writing to parent/carers, and other agencies, implementing programmes as advised, and contribute to and attend parent afternoons/ evenings and workshops to inform parents of their children’s development. Provide information to contribute to reviews of children’s progress, attending and contributing to these as directed by the Head of Centre in planning for children development. Contribute to a positive ethos within the establishment including supporting and contributing to events and activities to promote the nursery within its community. Adhere to Child Protection Policy and Procedures for the safety and wellbeing of children. Mentor and support student early years workers and those on work training or work experience.</p>	<p data-bbox="1561 339 1644 368"><u>PATHs</u></p> <p data-bbox="1561 376 2033 440">Working with identified children on the PATHs programme.</p> <p data-bbox="1561 485 1776 513"><u>Family Champion</u></p> <p data-bbox="1561 521 2033 836">Working with families to improve parenting skills through the Triple P programme (Positive Parenting Programme) or/and Triple P tip sheet workshops. Working in conjunction with Michelle, Claire, Fiona and Sharon from EDC to encourage families to engage and be involved in family learning and workshops.</p> <p data-bbox="1561 916 1697 944"><u>Keyworker</u></p> <p data-bbox="1561 952 2033 1160">Meeting each child’s social and emotional needs and consider the personal qualities necessary for a strong, reliable and warm relationship. Scaffolding the children’s learning from home to nursery.</p>



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<p style="text-align: center;"><u>Lauren Livingstone</u></p> 	<p style="text-align: center;"><u>Keyworker Willow Group</u></p> 	<p>Observe, assess and record the individual needs of children, orally and in writing and use the results of observation and assessment to plan collaboratively, both orally and in writing, for the next steps in children’s development. Report on children’s progress both orally and in writing to parent/carers, and other agencies, implementing programmes as advised, and contribute to and attend parent afternoons/ evenings and workshops to inform parents of their children’s development.</p> <p>Provide information to contribute to reviews of children’s progress, attending and contributing to these as directed by the Head of Centre in planning for children development</p> <p>Contribute to a positive ethos within the establishment including supporting and contributing to events and activities to promote the nursery within its community.</p> <p>Adhere to Child Protection Policy and Procedures for the safety and wellbeing of children.</p> <p>Mentor and support student early years workers and those on work training or work experience.</p>	<p><u>Community and Trip coordinator for 2 Year old</u></p> <p>Work with staff to organise trips and community visits with the two year olds</p> <p><u>Community Trips /Excursions</u></p> <p>Working with Yasmin enhance interest and children’s awareness of the local and wider community</p> <p><u>First Aider</u></p> <p><u>BA – 2ND Year</u></p> <p><u>Two year olds Keyworker</u></p> <p>With 1140 hours embedded in the two year old room, Lauren will work with other staff to ensure a smooth transition from home to nursery and Willow room to 3-5 room.</p>



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<p style="text-align: center;"><u>Alana Doran</u></p> 	<p style="text-align: center;">Keyworker Oak</p> 	<p>Observe, assess and record the individual needs of children, orally and in writing and use the results of observation and assessment to plan collaboratively, both orally and in writing, for the next steps in children’s development. Report on children’s progress both orally and in writing to parent/carers, and other agencies, implementing programmes as advised, and contribute to and attend parent afternoons/ evenings and workshops to inform parents of their children’s development.</p> <p>Provide information to contribute to reviews of children’s progress, attending and contributing to these as directed by the Head of Centre in planning for children development</p> <p>Contribute to a positive ethos within the establishment including supporting and contributing to events and activities to promote the nursery within its community.</p> <p>Adhere to Child Protection Policy and Procedures for the safety and wellbeing of children.</p> <p>Mentor and support student early years workers and those on work training or work experience.</p>	<p><u>Early Literacy coordinator</u></p> <p>Working with Meera to ensure individual children and groups of children with identified needs are targeted and appropriate interventions are put in place and delivered so that children receive the support they need including challenging more able children.</p> <p><u>BA 2ND Year</u></p> <p><u>Keyworker</u> Meeting each child’s social and emotional needs and consider the personal qualities necessary for a strong, reliable and warm relationship. Scaffolding the children’s learning from home to nursery.</p>



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<p style="text-align: center;"><u>Lindsay Cairney</u></p> 	<p style="text-align: center;"><u>Group Keyworker Lilac</u></p> 	<p>Observe, assess and record the individual needs of children, orally and in writing and use the results of observation and assessment to plan collaboratively, both orally and in writing, for the next steps in children's development.</p> <p>Report on children's progress both orally and in writing to parent/carers, and other agencies, implementing programmes as advised, and contribute to and attend parent afternoons/evenings and workshops to inform parents of their children's development.</p> <p>Provide information to contribute to reviews of children's progress, attending and contributing to these as directed by the Head of Centre in planning for children development</p> <p>Contribute to a positive ethos within the establishment including supporting and contributing to events and activities to promote the nursery within its community.</p> <p>Adhere to Child Protection Policy and Procedures for the safety and wellbeing of children.</p> <p>Mentor and support student early years workers and those on work training or work experience.</p>	<p><u>Global Citizenship coordinator</u></p> <p>Work with other members of identified staff to introduce the ECO school concept to children, parents and the community. Visit other establishments who have green flag status for ideas and information</p> <p><u>Physical Coordinator</u></p> <p>Children will be given the opportunity to join Lindsay for football.</p>



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<p style="text-align: center;"><u>Shanice Reilly</u></p> 	<p style="text-align: center;">Keyworker Willow Group</p> 	<p>Observe, assess and record the individual needs of children, orally and in writing and use the results of observation and assessment to plan collaboratively, both orally and in writing, for the next steps in children’s development. Report on children’s progress both orally and in writing to parent/carers, and other agencies, implementing programmes as advised, and contribute to and attend parent afternoons/ evenings and workshops to inform parents of their children’s development.</p> <p>Provide information to contribute to reviews of children’s progress, attending and contributing to these as directed by the Head of Centre in planning for children development</p> <p>Contribute to a positive ethos within the establishment including supporting and contributing to events and activities to promote the nursery within its community.</p> <p>Adhere to Child Protection Policy and Procedures for the safety and wellbeing of children.</p> <p>Mentor and support student early years workers and those on work training or work experience.</p>	<p><u>Pet Coordinator</u> Work with Jodie to maintain Gepetto’s tank and resources, ensuring that he has been fed and watered and given care to help him thrive in the nursery setting</p> <p><u>Eco Committee</u> An Action Plan is created with input from children on the Eco-Committee. Actions on your Action Plan are led by staff, but designed to involve children. Plan actions for three topics Action Plan contains timescales, who is responsible for the actions and how your topic actions will be monitored and evaluated. A copy of your Action Plan is displayed on a new Eco-Board for parents and children.</p> <p><u>Fair Trade and Eco</u> Make sure that children and know about fair trade and incorporate this in to the playroom and activities</p> <p><u>Mentor for new staff and student</u></p>



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Name	Role	Responsibility	Lead
<p style="text-align: center;"><u>Geraldine Dolan</u></p> 	<p style="text-align: center;"><u>Keyworker Lilac Group</u></p> 	<p>Observe, assess and record the individual needs of children, orally and in writing and use the results of observation and assessment to plan collaboratively, both orally and in writing, for the next steps in children’s development. Report on children’s progress both orally and in writing to parent/carers, and other agencies, implementing programmes as advised, and contribute to and attend parent afternoons/ evenings and workshops to inform parents of their children’s development.</p> <p>Provide information to contribute to reviews of children’s progress, attending and contributing to these as directed by the Head of Centre in planning for children development</p> <p>Contribute to a positive ethos within the establishment including supporting and contributing to events and activities to promote the nursery within its community.</p> <p>Adhere to Child Protection Policy and Procedures for the safety and wellbeing of children.</p> <p>Mentor and support student early years workers and those on work training or work experience.</p>	<p><u>Early Maths</u></p> <p>Working with Meera and Jacqueline as early maths coordinators will observe, assess and record children’s progress in EM folder.</p> <p>Working with children in the centre to lessen the attainment gap within Auchinairn.</p> <p><u>Keyworker</u></p> <p>Meeting each child’s social and emotional needs and consider the personal qualities necessary for a strong, reliable and warm relationship. Scaffolding the children’s learning from home to nursery.</p> <p><u>Maternity Leave</u></p>



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Name	Role	Responsibility	Lead
<p style="text-align: center;"><u>Liam Gillies</u></p> 	<p style="text-align: center;"><u>Keyworker Cherry Group</u></p> 	<p>Observe, assess and record the individual needs of children, orally and in writing and use the results of observation and assessment to plan collaboratively, both orally and in writing, for the next steps in children's development.</p> <p>Report on children's progress both orally and in writing to parent/carers, and other agencies, implementing programmes as advised, and contribute to and attend parent afternoons/ evenings and workshops to inform parents of their children's development.</p> <p>Provide information to contribute to reviews of children's progress, attending and contributing to these as directed by the Head of Centre in planning for children development</p> <p>Contribute to a positive ethos within the establishment including supporting and contributing to events and activities to promote the nursery within its community.</p> <p>Adhere to Child Protection Policy and Procedures for the safety and wellbeing of children.</p> <p>Mentor and support student early years workers and those</p> <p><u>Play on Pedals Coordinator</u></p> <p>Play on Pedals Training provides the learning, skills and resources to promote cycling to early years participants in a fun and interactive way.</p> <p>on work training or work experience</p>	<p><u>Health and Safety Lead</u></p> <p>This responsibility involves deciding what should be done to prevent harm and ensuring that the relevant actions are taken and are updated whenever necessary. Health and safety lead will ensure that the centre is checked for faults and reported to management and FM. All paperwork should be checked on a regular basis (Room Risk assessments and all Food Hygiene is kept up to date) H&S Training when identified</p> <p><u>Forest Schools</u></p> <p>Liam will lead children in the Forest Schools project to improve their self-esteem, social development, language, health and physical abilities. Working with other members of staff, this initiative will be offered to most children throughout 2019/20</p> <p><u>Fitness and wellbeing</u></p> <p>Liam leading a fitness and wellbeing activities will promote healthy growth and development. It will help build healthier body composition, stronger bones and muscles. It also improves the child's cardiovascular fitness. ... Children who have higher levels of physical activity during their childhood are likely to be more active even after they mature.</p> <p><u>First Aider</u></p>



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Name	Role	Responsibility	Lead
<p style="text-align: center;"><u>Claire McPhelim</u></p> 	<p style="text-align: center;"><u>Keyworker Willow Group</u></p> 	<p>Observe, assess and record the individual needs of children, orally and in writing and use the results of observation and assessment to plan collaboratively, both orally and in writing, for the next steps in children’s development. Report on children’s progress both orally and in writing to parent/carers, and other agencies, implementing programmes as advised, and contribute to and attend parent afternoons/ evenings and workshops to inform parents of their children’s development. Provide information to contribute to reviews of children’s progress, attending and contributing to these as directed by the Head of Centre in planning for children development. Contribute to a positive ethos within the establishment including supporting and contributing to events and activities to promote the nursery within its community. Adhere to Child Protection Policy and Procedures for the safety and wellbeing of children. Mentor and support student early years workers and those on work training or work experience</p>	<p><u>Wellbeing Champion – 2 year old room</u></p> <p><u>Toothbrushing Coordinator-</u></p> <p>Claire will lead staff training in the Child Smile project. Ensure that all resources are kept up to date, replenish when required and keep staff informed of any changes to the routines. Claire will oversee the new after lunch tooth brushing scheme and keep management up to date with any changes made.</p> <p><u>STEM Coordinator - 2 YEAR ROOM</u></p> <p><u>Art Area Coordinator</u></p> <p>Successfully ensure that art resources are replenished and area is kept well equipped. Be aware of budget and prioritise spending if necessary.</p>



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Name	Role	Responsibility	Lead
<p style="text-align: center;"><u>Shannon Donnachy</u></p> 	<p style="text-align: center;"><u>Keyworker Willow Group</u></p> 	<p>Observe, assess and record the individual needs of children, orally and in writing and use the results of observation and assessment to plan collaboratively, both orally and in writing, for the next steps in children's development. Report on children's progress both orally and in writing to parent/carers, and other agencies, implementing programmes as advised, and contribute to and attend parent afternoons/ evenings and workshops to inform parents of their children's development. Provide information to contribute to reviews of children's progress, attending and contributing to these as directed by the Head of Centre in planning for children development. Contribute to a positive ethos within the establishment including supporting and contributing to events and activities to promote the nursery within its community. Adhere to Child Protection Policy and Procedures for the safety and wellbeing of children. Mentor and support student early years workers and those on work training or work experience</p>	<p style="text-align: center;"><u>Willow Room Keyworker</u></p> <p>Successfully settle children from transition from home to nursery and then Willow room to 3-5s.</p> <p style="text-align: center;"><u>Planning</u></p> <p>Implement the planning that has been discussed at team meeting and consult with other staff on changes made.</p> <p style="text-align: center;"><u>Eco Committee</u></p> <p>Work with Shanice in the Willow room and Scott and Susan in the nursery to make children and parents aware of helping the environment by bio diversity, recycling, saving water</p> <p><u>BA in Childhood Studies – 2nd Year</u></p>



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Name	Role	Responsibility	Lead
<p style="text-align: center;"><u>Eilidh Campbell</u></p> 	<p style="text-align: center;"><u>Keyworker Elm Group</u></p> 	<p>Observe, assess and record the individual needs of children, orally and in writing and use the results of observation and assessment to plan collaboratively, both orally and in writing, for the next steps in children’s development. Report on children’s progress both orally and in writing to parent/carers, and other agencies, implementing programmes as advised, and contribute to and attend parent afternoons/ evenings and workshops to inform parents of their children’s development. Provide information to contribute to reviews of children’s progress, attending and contributing to these as directed by the Head of Centre in planning for children development. Contribute to a positive ethos within the establishment including supporting and contributing to events and activities to promote the nursery within its community. Adhere to Child Protection Policy and Procedures for the safety and wellbeing of children. Mentor and support student early years workers and those on work training or work experience</p>	<p><u>Forest Schools Coordinator</u> With others Coordinators plan and oversee the day to day delivery of the principles of Forest school, by ensuring that a risk assessment of planned activities is carried out before entering the wooded area. To ensure the safety of children and staff at all times teaching children how to respect the outdoors and the dangers that can be found within the area. The coordinator will ensure effective communication with Head of Centre/Depute and other staff and children. To ensure the health and safety of all participants, including writing and checking risk assessments for the sites, tools and resources used. To regularly check and maintain tools and other equipment. To keep permission forms and records as appropriate of emergency contact details for children and have a mobile phone with the group for any emergencies</p> <p><u>ASN Coordinator</u> Training to be identified to compliment position in nursery as a keyworker of children with additional needs AUTISM.</p> <p><u>Floor Books</u> Successfully capture a year of COVID restrictions and its effect on our nursery in BIG FLOOR BOOKS</p>



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Name	Role	Responsibility	Lead
<p style="text-align: center;"><u>Caitlin Burns</u></p> 	<p style="text-align: center;"><u>Keyworker Myrtle Group</u></p> 	<p>Observe, assess and record the individual needs of children, orally and in writing and use the results of observation and assessment to plan collaboratively, both orally and in writing, for the next steps in children’s development. Report on children’s progress both orally and in writing to parent/carers, and other agencies, implementing programmes as advised, and contribute to and attend parent afternoons/ evenings and workshops to inform parents of their children’s development. Provide information to contribute to reviews of children’s progress, attending and contributing to these as directed by the Head of Centre in planning for children development. Contribute to a positive ethos within the establishment including supporting and contributing to events and activities to promote the nursery within its community. Adhere to Child Protection Policy and Procedures for the safety and wellbeing of children. Mentor and support student early years workers and those on work training or work experience</p>	<p><u>Loose Parts Coordinator</u></p> <p>To work with staff, children and parents to develop loose parts areas throughout the nursery</p> <p><u>Forest School</u></p> <p><u>Forest Schools Coordinator</u></p> <p>With others Coordinators plan and oversee the day to day delivery of the principles of Forest school, by ensuring that a risk assessment of planned activities is carried out before entering the wooded area. To ensure the safety of children and staff at all times teaching children how to respect the outdoors and the dangers that can be found within the area. The coordinator will ensure effective communication with Head of Centre/Depute and other staff and children. To ensure the health and safety of all participants, including writing and checking risk assessments for the sites, tools and resources used. To regularly check and maintain tools and other equipment. To keep permission forms and records as appropriate of emergency contact details for children and have a mobile phone with the group for any emergencies</p> <p><u>Keyworker</u></p> <p>Meeting each child’s social and emotional needs and consider the personal qualities necessary for a strong, reliable and warm relationship. Scaffolding the children’s learning from home to nursery.</p>



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Name	Role	Responsibility
<p style="text-align: center;"><u>Linda Scouller</u></p> 	<p style="text-align: center;"><u>Clerical Assistant</u></p> 	<p>Linda's Main Duties & Training</p> <p>NAMS and Allocations Reception Duties – first point of contact for all staff, parents, children & visitors Collection of monies – any money raised/donated or given for treat fund or any organised trips or activities must be counted, receipted and kept in a locked safe. This is then banked on a monthly basis. All monies issued to staff for purchasing various items must be receipted and counted and receipts kept for accounting purposes. Cheques issued for any items bought over £20. Dealing with internal and external telephone calls. Typing of letters, emails and sending of messages as required. Updating TV screen within reception area. Updating website. Issuing paperwork to all new staff. Keeping an individual file of all important documentation and updating all annual leave and SEEMIS records. Also setting up of new staff emails. Weekly updating and photocopying of all sign in registers and lunch choice registers. Issuing of security door passes for staff. Maintaining an up-to-date diary. Keeping accurate accounts both written and online. Making new folders for every child for all paperwork and updating all information on SEEMIS. Maintaining an up-to-date, alphabetised filing cabinet of nursery information. Maintaining accurate accident/incident records for staff and children and ensuring the medication forms are all filled in and stored correctly. Processing of paperwork for all new children and ensuring all records are up-to-date. Liaising with early years regarding placement of children. Minutes of staff meetings. Signing for our 2 deaf parents as and when required. Processing all orders for equipment, stationery etc. Through our iproc system and online. Inputting invoices for payment on our procurement system and ensuring we stay within the budget. Processing of milk orders on a monthly basis and receipting when they come in. Counting all children's lunches on a daily basis and ordering them through the kitchen. Any signs/labels/photo's for the EYW and students. Processing all staff time sheets. Ensuring there is an up-to-date inventory. Ensuring imprest is up-to-date.</p>



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Name	Role	Responsibility
<p style="text-align: center;"><u>Daina Whitehall</u></p> 	<p style="text-align: center;"><u>Clerical Assistant</u></p> 	<p>Daina's Main Duties & Training</p> <p>Reception Duties – first point of contact for all staff, parents, children & visitors</p> <p>Collection of monies – any money raised/donated or given for treat fund or any organised trips or activities must be counted, receipted and kept in a locked safe. This is then banked on a monthly basis. All monies issued to staff for purchasing various items must be receipted and counted and receipts kept for accounting purposes. Cheques issued for any items bought over £20.</p> <p>Dealing with internal and external telephone calls.</p> <p>Typing of letters, emails and sending of messages as required.</p> <p>Weekly updating and photocopying of all sign in registers and lunch choice registers.</p> <p>Maintaining an up-to-date diary.</p> <p>Making new folders for every child for all paperwork and updating all information on SEEMIS.</p> <p>Maintaining an up-to-date, alphabetised filing cabinet of nursery information.</p> <p>Maintaining accurate accident/incident records for staff and children and ensuring the medication forms are all filled in and stored correctly.</p> <p>Receipting of milk orders when they come in.</p> <p>Counting all children's lunches on a daily basis and ordering them through the kitchen.</p> <p>Any signs/labels/photo's for the EYW and students.</p> <p>Registers printed for week ahead.</p>


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Name	Role	Responsibility
<p style="text-align: center;"><u>Paula Dickson</u></p> 	<p style="text-align: center;"><u>Housekeeper</u></p> 	<p>The Early Years Housekeeping Assistant role is to provide domestic support to ensure the early years establishment provides lunches and snacks and to ensure standards of food preparation and hygiene are maintained in the ELC's.</p> <ul style="list-style-type: none"> · Ensure the ELC environment is prepared and ready for lunch and the Early Years Team are supported in providing a welcoming and nurturing environment for children. · Provide support to learners that are experiencing lunch and snack times, preparing them to take part in good habits regarding routines around hygiene, manners, interaction with other and serving. · Promote and provide advice regarding health eating and hygiene habits. · Take delivery of any ELC lunches and follow safe food policy and hot holding guidance. · Contribute to achieving high standards of hygiene and safety within the establishment through undertaking training and adhering to Health & Safety guidelines including hazard analysis procedures involved in food handling and preparation of lunches and snacks. · Take account of any children with dietary requirements and food allergies during ordering and preparation. · Support Early Years Workers to serve lunches and snacks · Ensure temperature checks are completed and recorded in accordance with cooksafe guidelines, reporting any issues to the Head of Centre/Depute Head of Centre. · Ensure HACCP and cleaning records are completed where required. · Complying with environmental health requirements and reporting any defects to Head of Centre/Depute Head of Centre. · Support clearing the ELC during lunch/snack times to ensure a safe, hygienic environment. · Empty bins and clean toilets at the end of the daily shift. · Assist with laundry by loading washing machine & dryer. · Adhere to Child Protection Policy for the safety and wellbeing of children.

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Name	Role	Responsibility	Lead
<p style="text-align: center;"><u>Jodie Kane</u></p> 	<p style="text-align: center;"><u>Keyworker Hazel Group</u></p> 	<p>Observe, assess and record the individual needs of children, orally and in writing and use the results of observation and assessment to plan collaboratively, both orally and in writing, for the next steps in children’s development. Report on children’s progress both orally and in writing to parent/carers, and other agencies, implementing programmes as advised, and contribute to and attend parent afternoons/ evenings and workshops to inform parents of their children’s development. Provide information to contribute to reviews of children’s progress, attending and contributing to these as directed by the Head of Centre in planning for children development. Contribute to a positive ethos within the establishment including supporting and contributing to events and activities to promote the nursery within its community. Adhere to Child Protection Policy and Procedures for the safety and wellbeing of children. Mentor and support student early years workers and those on work training or work experience.</p>	<p><u>Global Citizenship coordinator</u> Work with other members of identified staff to introduce the ECO school concept to children, parents and the community. Visit other establishments who have green flag status for ideas and information.</p> <p><u>Pet coordinator</u></p> <p><u>Keyworker</u> Meeting each child’s social and emotional needs and consider the personal qualities necessary for a strong, reliable and warm relationship. Scaffolding the children’s learning from home to nursery.</p>

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Name	Role	Responsibility	Lead
<p style="text-align: center;"><u>Adele Clark</u></p> 	<p style="text-align: center;"><u>Early Years Worker</u></p>	<p>Observe, assess and record the individual needs of children, orally and in writing and use the results of observation and assessment to plan collaboratively, both orally and in writing, for the next steps in children's development.</p> <p>Report on children's progress both orally and in writing to parent/carers, and other agencies, implementing programmes as advised, and contribute to and attend parent afternoons/ evenings and workshops to inform parents of their children's development.</p> <p>Provide information to contribute to reviews of children's progress, attending and contributing to these as directed by the Head of Centre in planning for children development</p> <p>Contribute to a positive ethos within the establishment including supporting and contributing to events and activities to promote the nursery within its community.</p> <p>Adhere to Child Protection Policy and Procedures for the safety and wellbeing of children.</p> <p>Mentor and support student early years workers and those on work training or work experience</p>	<p style="text-align: center;"><u>14 hour Teacher McCrone Cover</u></p>

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