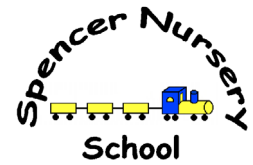


**LEVEL 3 EARLY YEARS EDUCATOR APPRENTICESHIP VACANCY
(fixed term contract for 24 months)**



Organisation Name: Spencer Nursery School
Address: Spencer Road, Mitcham Junction, Surrey, CR4 4JP
Contact Name: Natalie Robins or Jess Parsons
Contact Email address: office@spencernurseryschool.org.uk
Contact telephone number: 020 8648 4126

Employer Description: Spencer Nursery School Spencer is a local authority maintained nursery school delivering high-quality affordable childcare and education for children under five. We are in a federation with Hackbridge Primary School.

Skills required:

- You will require good communication skills and be able to work well within a team.
- You will need to demonstrate flexibility and the skills to adapt into the different areas and tasks in the nursery.
- You must be able to use your own initiative.
- A good standard of written work is required.

Personal qualities:

- You must want to pursue a career in education and childcare and be able to demonstrate enthusiasm, a willingness to learn and good interaction skills with the children.
- You must be trustworthy, punctual, reliable, committed, motivated and polite with a smart appearance.

Qualifications Required:

- At least 5 GCSEs Grades 9-4/A* to C, or equivalent, including English and mathematics.
- You may previously have studied for a GCSE or Level 2 qualification in childcare.

Training to be provided:

- We will offer you a Level 3 Early Years Educator Apprenticeship and during your training we will assist and encourage you as you strive to reach a high standard of professionalism and become a confident and knowledgeable practitioner.
- The nursery will meet the cost of the apprenticeship training.
- We will provide you with a mentor in the nursery setting.
- We will carry out a school induction on your joining us.
- We will provide Paediatric First Aid Training.

Salary:

- An apprenticeship salary of £15,020 per annum (if you are aged 19 or over, this will increased to National Minimum Wage or National Living Wage rate in your second year).

PLEASE SEE THE ATTACHED JOB DESCRIPTION AND PERSON SPECIFICATION FOR FURTHER DETAILS. APPLICATIONS CAN BE MADE ONLINE VIA ETEACH OR THROUGH TRP LTD.

JOB DESCRIPTION

Job title: Level 3 Early Years Educator Apprentice
Working Week: 36 hours per week – full-time post (52 weeks) – this includes allowance for training
Hours of work: Either an early shift (7.30am-3.15pm/8.00am-4.00pm) or a late shift (10.30pm-6.15pm) as and when required, including unpaid breaks

Purpose of the Job

- To work with other nursery practitioners as part of a professional team to provide and support children's routines, development and learning opportunities throughout the day, including support of all organisational systems in place.
- To work as part of a shift system over a full year to support the integrated childcare and education programme, including all meal times.

Specific Duties

Support for Pupils

- Use professional knowledge, skills and understanding to support and progress children's safety, learning and development throughout the day.
- Establish a caring and supportive relationship with all children, acting as a role model and setting high expectations of behaviour and learning at all times.
- Support the implementation of support targets when a child is identified as having an additional/ special educational need.
- Promote the inclusion and acceptance of all children throughout the day.
- Support children consistently whilst recognising and responding to their individual needs. This will include supporting any personal needs i.e. feeding, changing a child's nappy/clothing if required and dealing appropriately with soiled clothes.
- Support children to interact and work co-operatively with others, providing individual support when required throughout the day.
- Engage with and support all children in planned adult-led and child initiated activities as part of the learning programme throughout the day.
- Promote independence and employ strategies to recognise and reward achievement.
- Provide positive feedback to children in relation to their development, safety, behaviour, learning and achievement throughout the day.
- In the second year of the apprenticeship, to support a designated group of children and their parents as a key person in partnership with the leadership team. This role will include recording and assessing individual children's progress and development and working in partnership with the unit team, planning for their next learning and development opportunities.

Support for the Nursery Manager

- Support and maintain a purposeful, orderly, stimulating and safe environment that supports the taught programme and childcare activities and to assist with the display of pupils work.
- Contribute verbally towards the planning of learning activities following agreed planning formats throughout the day/year.
- Provide regular verbal feedback to other staff within the team on children's progress and areas identified for development/learning using the school's ongoing observation format and tracking documentation, on a weekly basis.
- Promote good pupil behaviour, dealing promptly with conflict and incidents in line with the agreed Positive Behaviour Policy and the Child Protection Policy and encourage pupils to take responsibility for their own behaviour and the impact it has on others.
- Establish constructive and supportive relationships with parents/carers giving relevant feedback to key group families on a regular basis.
- Actively support and participate in all housekeeping activities including daily/weekly laundry duties, keeping clean and tidy all storage/communal spaces, setting up and tidying away tables and equipment used in shared spaces such as the family room and fulfilling any other activity requested by the Headteacher, Deputy Headteacher or other senior leaders as part of the services delivered at the school.
- Provide general admin support for room activities planned by the teacher/0-3 years Manager, e.g. taking, printing and displaying photos for use within the room/Memory Folders etc.

- In the second year of the apprenticeship, monitor your named key group's responses to self-chosen activities and accurately record achievement using the school's tracking processes.

Support for the Curriculum

- Implement planned learning activities on a daily basis and follow all set routines and house-keeping requirements as directed by the 0-3 Manager, Headteacher, Deputy Headteacher or other senior leaders.
- Prepare, maintain and use equipment/resources required to meet planned and self-chosen activities (core and enhanced learning environments) and assist children in their appropriate use at all times, both inside and outside the classroom.
- Support the planning, setting up and delivery of both the inside and outside learning environments including active support of planned programmes in all weathers. This includes all members of staff supporting children's play outside in all weathers.

Support for the School

- Be aware of and comply with policies and procedures relating to safeguarding children, health, safety and security, race equality, confidentiality and data protection reporting all concerns to a senior colleague as they occur and completing relevant documentation.
- Be aware of and support difference/learning and development needs and ensure all children have equal access to high quality childcare and opportunities to learn and develop at all times.
- Contribute to and support the overall ethos/work/aims of the centre/school at all times.
- Appreciate and support the role of other professionals working in the centre/school at all times.
- Attend and participate in relevant meetings as required.
- Participate in training and other learning activities and performance development as required, including completion/keeping up to date own Continuing Professional Development record (CPD).
- Support children throughout the operational day including all meal times and personal care activities.
- Accompany children on visits, trips and out of school activities as required and take responsibility for a named group of children under the supervision of senior staff.
- To undertake any other duties that may reasonably be required by the Headteacher, Deputy Headteacher or other senior leaders.

Expectations and Supervision/Appraisal Arrangements

The Apprentice must keep up to date with the course modules for the Level 3 Early Years Educator qualification which they are completing as part of the two year placement and complete these to a high level. The coursework will be regularly reviewed by the external training provider appointed by the school.

The Apprentice will participate in the planned probationary process, regular supervision and the annual appraisal processes and will follow set procedures in relation to review, target setting and achievement led by a member of the leadership team assigned for the review process.

The Apprentice must complete all targets set as part of supervision and/or the annual appraisal review process and these will be taken into account if there should be any question as to the continued suitability of the placement at any point within the two year placement.

At the end of the fixed term contract

This is an apprenticeship training position on a fixed term contract for 24 months only. There is no opportunity for the apprenticeship contract to be extended beyond the fixed term period.

If any other vacancies exist within the school at the end of the apprenticeship contract, then apprentices are welcome to apply for these and would be considered against usual shortlisting and interview criteria alongside any other candidates at that time. Apprentices are also encouraged to look at job opportunities elsewhere for beyond the end of their fixed term contract and the school will share details of any job vacancies locally of which they are aware and can support apprentices with how to complete an application form etc.

PERSON SPECIFICATION

Job title: Level 3 Early Years Educator Apprentice

The person specification shows the abilities and skills you will need to carry out the duties in the job description. Short listing is carried out on the basis of how well you meet the requirements of the person specification. **You should mention any experience you have had which shows how you could meet these requirements when you fill in your application form.** If you are selected for interview you may be asked to undertake practical tests to cover the skills and abilities shown below. You will also be asked to provide evidence of your qualifications. Original documents will only be accepted.

Priority	Please note that this indicates:
1	An essential requirement of this post
2	A desired requirement of this post

EDUCATION AND/OR EXPERIENCE		
1.	At least 5 GCSEs Grades 9-4/A* to C, or equivalent, including English and mathematics.	1
2.	May previously have studied for a GCSE or Level 2 qualification in childcare	2
KNOWLEDGE, SKILLS AND ABILITIES - EFFECTIVE COMMUNICATION AND ENGAGEMENT WITH CHILDREN AND THEIR FAMILIES AND CARERS		
3.	Skilled in listening and building empathy through developing respectful and trusting relationships.	1
4.	Able to communicate effectively and engage with children, their families and staff both orally and through clear written communication.	1
5.	Awareness of and an ability to demonstrate a commitment to treating all people fairly and with respect for the needs of the individual, including multi-cultural and inclusive practice.	1
6.	Understand the role and value of families and carers as partners by supporting them and their child/children to achieve positive outcomes.	1
KNOWLEDGE, SKILLS AND ABILITIES - CHILD DEVELOPMENT		
7.	Able to use observation and assessment of children's play, behaviour and learning to plan and provide appropriate activities that challenge and support all learning needs.	1
8.	Able to support children with a developmental difficulty or disability to access planned activities and specific learning targets.	2
9.	Able to organise and maintain the play, care and learning environment to ensure that all children feel welcome, safe valued, secure and special.	1
10.	Understand how babies and very young children develop, their specific learning needs and those of their families/carers.	1
11.	Ability to meet each child's individual needs including personal needs i.e. changing children when required.	1
KNOWLEDGE, SKILLS AND ABILITIES - SAFEGUARDING AND PROMOTING THE WELFARE OF THE CHILD		
12.	Able to identify children not achieving their full potential and being able to liaise with school staff in the support of the child's needs.	2
13.	Able to promote children's welfare recognising the importance of child protection and how to use and demonstrate school policy and procedures in everyday practice, with children and families.	1
14.	An understanding of the importance of information sharing and confidentiality procedures in line with relevant centre policy and practice.	1
KNOWLEDGE, SKILLS AND ABILITIES - GENERAL		
15.	Ability to use own initiative and work positively and constructively as part of a team, understanding own role and responsibilities and the roles and responsibilities of others and own position within the team structure.	1
16.	A general understanding of the Early Years Foundation Stage curriculum and/or child development.	1
17.	Ability to participate in supervision, appraisal and training as identified or required.	1
18.	Ability to comply with policies, procedures and relevant legislative protocols relating to child protection, health, safety and security, confidentiality, data protection and equal opportunities.	1
19.	Ability to self-evaluate learning needs and actively seek learning opportunities.	1
20.	Ability to work flexibly across the school within the 0-2 year room and/or 2-3 year room on either an early shift (7.30am-3.15pm/8.00am-4.00pm) or a late shift (10.30pm-6.15pm) as and when required.	1
21.	Ability to use ICT, including a digital camera and basic computer skills, effectively.	1