

<b>Job title:</b>	<b>EYFS Level 3 – Apprentice</b>
<b>School:</b>	<b>Warwick Academy</b>
<b>Responsible to</b>	<b>EYFS Lead / Headteacher</b>
<b>Location:</b>	<b>Wellingborough</b>
<b>Salary:</b>	<b>£8.00 per hour to £12.71</b>
<b>Contract type:</b>	<b>Permanent, Term time, 39 weeks per year.</b>

## Core duties

To provide service delivery within the requirements of the Early Years Foundation Stage Framework, Every Child Matters and Ofsted Care Standards.

To work in partnership and complementary to the Nursery, Reception teacher or lead professional, in order to help meet the aims of the School. The Nursery, Reception Teacher or Lead Professionals are responsible for planning the overall policy and curriculum, and the Early Years Practitioners are given some responsibility for planning part of the programme and are to play a full part in its implementation.

To develop a supportive and caring relationship with the children, providing care and attention to the children's personal needs, undertaking activities necessary to meet the physical, emotional and education requirements of individuals or groups. This will require knowledge of a range of strategies and a high level of skills developed through experience.

On the job training is provided to ensure all the required knowledge and experience is obtained throughout the apprenticeship to qualify successfully.

Completing the Level 3 Early Years Educator Apprenticeship you will be working towards the following:

## General responsibilities

### Support for Children

- Share responsibility for safety, health and welfare of children at all times
- Ensure all children have access to the full EYFS curriculum
- Relate well and build professional and nurturing relationship with children and parents
- Guide the development of children's social, educational and behaviour and attitudes aligned to Trust expectations
- Supervise and engage with children on activities without a teacher/ manager being present including outdoor activities
- Leading on small groups learning including phonics
- Observing, recording and assessing children's development and progress
- Keeping accurate records of observation, assessment and development of children
- Acting as a key worker for a group of children or individual children
- Provide pastoral, medical and welfare support for all children



# Job Description

## **Provision**

- Organising materials and equipment for use within the nursery and setting up targeted provision
- Sharing responsibility for care and maintenance of resources and equipment
- Assisting in preparation and clearing up of activities and encouraging children to help
- Sharing responsibility for display and environment
- Ensuring provision is aligned to the LAT handbook and meets the required standards
- Ensuring provision is targeted to need developmental needs of the children
- Contributing to curriculum development ensuring a stimulating environment aligned to the LAT EYFS Handbook
- Taking responsibility for specific activities already planned for and ensuring these are set up to standard daily both indoor and outdoor
- Taking on other tasks such as Lunch Time supervision and extended care
- Attend weekly staff and planning meetings

## **Support for Parents**

- Encourage parents and carers to be involved in the setting and their children's learning
- Establish good relationships with parents and carers
- Build up a trusting relationship with parents/carers of key worker group
- Take part in home visits when appropriate and required
- Supporting parents evenings and updating parents on children's development
- Responsibility for actively developing home-setting liaison and parental involvement in the setting.

## **Supporting the Early Years Setting – School / Nursery**

- Implement, adhere and embed the ethos, aims and policies of the setting/school
- Promote the ethos of the setting at all times
- To maintain, repair and clean equipment, e.g. books, toys, games, display boards etc. and tidy up after use
- To implement the relevant policies in relation to health and welfare so as to promote good health; manage behaviour; and maintain up to date records aligned to Trust policies and procedures
- To safeguard with the general welfare of the children, including matters relating to hygiene, health and nutrition. This includes adhering to safeguarding policies and procedures relating to children in our care.
- To support children at meal times to ensure dietary requirements are met
- To undertake outdoor learning and play supervision aligned to the Trust expectations
- To provide first aid if necessary and take all reasonable measures to ensure health and safety in the classroom and outdoor areas including meeting all welfare needs of children
- Adhere and implement all health and safety requirements including medical and safeguarding
- To undertake courses and training as necessary for professional development
- To undertake such other duties consistent with the nature and responsibility of the post as may be reasonably assigned or directed by the EYFS lead / Headteacher

## Specific duties

- To deliver a flexible, high-quality education and care offer to meet the needs of the children and their families, aligned to the Trust Early Years Handbook.
- To adhere to the school's policies with special reference to the safeguarding, child protection, learning support, equal opportunities and inclusion policies.
- To ensure records are properly maintained, e.g. daily attendance register, accident and incident book, risk assessments
- To promote the work and image of the Lion Academy Trust by always maintaining high standards of personal appearance and adopting a friendly, professional approach to parents, members of the public and wider community.
- To have a good understanding of the Early Years Foundation Stage (EYFS) curriculum and plan, prepare and deliver the curriculum and evaluation of activities.
- Liaising with the Site Manager for any repairs necessary and to discuss scheduling any maintenance work
- Keeping the EYFS Lead / Headteacher up to date with provision and practise
- Supporting the Manager for the day to day running of the Nursery
- Implementing staff cover in the event of sickness using approved staff ensuring the correct ratios are always in place
- To be an integral part of the school and EYFS community by supporting events and parent based activities

## Key Worker Responsibilities

- To observe children as individuals and in groups and monitor behaviour progress and possible developmental needs, utilising specialist knowledge and experience.
- To implement relevant educational, welfare and provision aligned to the all the age ranges of children within the setting including the welfare and care for our 0-3 children
- To provide intimate care for children where necessary as well as supporting feeding and care
- To prepare pupil progress reports and deliver them to parents of Key children.
- To ensure up-to-date records of the children's progress as part of the monitoring and reviewing of educational work programmes with the individual online profiles and to track children's progress through the production of online learning journals linked to the relevant software.
- To write formal reports for Key children during the when necessary
- To act as a Key Person responsible for settling children in and working closely with families.
- To be a designated staff member who will take responsibility for allocated children and the main point of contact and support while in nursery.
- To be aware of their children's individual needs and provide personalised care, support, and guidance to help them thrive in their school environment.
- To keep parents/ carers informed about their child's progress, development, and daily activities whilst in the setting through direct communication and the learning journey on the school application. To be available to discuss any concerns or questions and provide support and guidance as needed.
- To adhere to all LAT policies at all times

This job description sets out the duties of the post at the time it was drawn up. The above-mentioned duties are neither exclusive nor exhaustive and the post holder may be required to carry out other relevant duties as directed by the Line Manager within the school as may be reasonably expected. This is not a common occurrence and would not justify a reconsideration of the grading of the post. By signing this job description, you are agreeing to its content and context at the date of signing. Please be mindful that this role can be subject to review by the Lion Academy Trust at any appropriate time in consultation with you.