



Apprentice EYFS (Nurture Nursery)

Children and Family Centre

The Diocese of Coventry Multi Academy Trust
Hazel Grove
Bedworth
CV12 9DA

Candidate Information Apprentice Level 3 EYFS (Nurture Nursery)

Together, pursuing life in all its fullness

Apprentice Level 3 EYFS

About the Role

The Trust is looking to appoint an inspirational and highly effective **Apprentice Leve 3 in Early Years Foundation Stage** who is committed to supporting the 'Outstanding' Nurture Nursery at St Michaels to educational excellence and further developing the distinctive Christian character of educational provision and the school community.

In return we can offer:

- A support network of professional colleagues
- A strong culture of professional development
- The opportunity to be part of an aspirational organization and contribute to its development and growth plans
- We are offering an actual salary of £14,599 (FTE £15,434)
- 35 hours per week, Monday-Friday, full year

Applications

Thank you for your interest in this post. Interested candidates are welcome to speak to us for more information about this fantastic opportunity. Please contact Joanne Burridge at childrenfamilycentre@stmichaels.covmat.org or telephone: 024 76494171 to make arrangements to visit.

Closing date for this role will be 7th September 2026. Please apply through My New Term's online application process.

We welcome all applications regardless of age, disability, gender reassignment, marriage and civil partnership, pregnancy and maternity, race religion and belief, sex and sexual orientation.

Interview date: W/C 7th September 2026

Start Date: 2nd November 2026

Job Description

Service Objectives

St. Michael's Children and Family Centre provide services that support the improvement of outcomes for children and young people and aged 0-19 (25 SEND) and their families with a particular focus from conception until the age of 2. Our OFSTED Outstanding Nursery (2022) provides care and education for children aged 2-4 years.

Key Purpose

Based in the Nurture Nursery, under the direction of the Early Years Lead. You will support Senior Early Years Educators (SEYE) to prepare and deliver experiences to individuals and groups of children in line with the Early Years Foundation Stage (EYFS) framework to promote their development.

Contribute to providing a warm and welcoming environment throughout the Nurture Nursery and Children and Family Centre where children and families feel valued and receive positive help and support from a range of activities and services.

The post receives direction from and is accountable to the Early Years Lead and Children and Family Centre senior members of staff.

The job description is not necessarily a comprehensive definition of the post. It will be reviewed at least once a year, and it may be subject to modification and amendment at any time after consultation with the post holder.

Main Activities

Learning support:

In line with the principles of the Early Years Foundation Stage (EYFS) framework contribute to the planning, implementation, evaluation, assessment, and record-keeping of children's learning and development.

Assist in the delivery of high-quality teaching, learning activities, and positive interactions that promote children's progress, wellbeing, and engagement.

Undertake agreed learning activities, adapting them to reflect children's individual interests, abilities, and developmental needs.

Support for children:

- Ensure children reach their full potential (indoors and outdoors), including working with individuals and small groups
- Provide high-quality play-based learning opportunities to support all aspects of their development using the EYFS
- Support Senior Years Educators (SEYE) in the planning and implementation of Individual Intervention Plans (IIP's).
- Model and promote positive behaviour strategies
- Assist in observing, recording and assessing the needs, interests and developmental progress of individual children through high quality adult-child interactions, ensuring appropriate support and learning opportunities are provided
- Share information about children's progress and development with SEYE's

Support to Early Years Lead and Nurture Nursery Team:

- Contribute to the organisation and management of a stimulating learning environment

- (indoors and outdoors)
- Contribute to evaluations of the learning environment
- Contribute to the organisation, management and maintenance of nursery resources for child-initiated play and adult directed sessions
- Under the direction of SEYE's undertake observational assessments on children and use this information and next steps
- Use of practitioners observations to plan stimulating and developmentally appropriate learning opportunities
- Develop positive relationships with parents/carers

Support to the Organisation

- Support the ethos of St. Michaels' as set out in the mission statement
- Help to maintain a safe and secure environment for both children and adults
- Attend staff meetings and other activities such as parent's meetings / Community Days.
- Attend in-service training to promote professional development
- Maintain confidentiality
- Be aware of legal requirements and work within the framework of all policies and procedures including Safeguarding and Child Protection, SEND, Health & Safety and Equality & Diversity

Developing Self and Working with Others

Effective relationships and communication are an important part of the role at St. Michael's and you will be expected to manage yourself and relationships well. Through performance management and continuous professional development (CPD), you will be expected to achieve high standards.

This will include:

- Valuing people and treating them fairly, equitably and with dignity and respect to create and maintain a positive culture in accordance with the Christian beliefs underpinning St. Michael's.
- Regularly reviewing your own practice, setting personal targets and taking responsibility for your personal development.
- Managing your own workload to allow for reflection and an appropriate work/life balance
- Attend and participate in regular meetings, training and other learning opportunities as required to promote professional development.
- To participate in regular supervision sessions and annual appraisals, supporting you own continuous professional development (CPD).
- Maintain confidentiality.
- Be aware of legal requirements and work within the framework of all St. Michael's policies and procedures.
- To undertake any other duties commensurate with the role.

KEY ORGANISATIONAL ACTIVITIES

The post holder will contribute to St. Michael's objective in service delivery by:

- Enactment of Health and Safety requirements and initiatives as directed
- Ensuring compliance with Data Protection legislation
- At all times operating within St. Michael's Equal Opportunities framework
- Commitment and contribution to improving outcomes for children, young people and families

SUPPORTING THE WORK OF THE MULTI ACADEMY TRUST

As part of the Diocese of Coventry Multi Academy Trust, the Deputy CEO - Education will be expected to develop and maintain strong, positive relationships with colleagues in the Multi Academy Trust, within the family of Multi Academy Trust academies and the Diocesan family of schools.

STRENGTHENING THE COMMUNITY

Academies exist in a distinctive social context, which has a direct impact on what happens inside the school. Academy leadership should commit to engaging with the internal and external school community to secure equity and entitlement. All staff should collaborate with other schools in order to share expertise and bring positive benefits to their own and other academies. They should work collaboratively at both strategic and operational levels with parents and carers and across multiple agencies for the well-being of all children.

This will include:

- Building a school culture and curriculum which takes account of the Church Foundation and the richness and diversity of the school's communities.
- Creating and promoting positive strategies for challenging harassment of any kind.
- Ensuring learning experiences for pupils are linked into and integrated with the wider community, the local church and diocesan communities.
- Ensuring a range of community-based learning experiences, including building links with local churches and Coventry Diocese.
- Collaborating with other agencies in providing for the academic, spiritual, moral, social, emotional and cultural well-being of pupils and their families
- Creating and maintaining an effective partnership with parents and carers, (including those who may be described as 'hard to reach', those with learning disabilities and those for whom English is an additional language), to support and improve pupils' achievement and personal development.
- Building bridges with the school's diverse communities, seeking opportunities to invite the whole range of parents and carers, community figures (including clergy and church representatives), businesses or other organisations into the school to enhance and enrich the school and its value to the wider community.
- Contributing to the development of the education system by, for example, sharing effective practice, working in partnership with other schools and promoting innovative initiatives.
- Co-operating and working with relevant agencies to protect children.

SAFEGUARDING CHILDREN AND SAFER RECRUITMENT

Our Trust is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. The successful candidate will be required to undertake an enhanced criminal record check via the DBS. Further information about the Disclosure and Barring Service is available from the DBS website at: [Disclosure and Barring Service - GOV.UK \(www.gov.uk\)](https://www.gov.uk/government/organisations/disclosure-and-barring-service)

The Trust will ensure that:

- The policies and procedures relating to safeguarding and safer recruitment are fully implemented and followed by all staff.
- Sufficient resources and time are allocated to enable the designated person and other staff to discharge their responsibilities in relation to safeguarding, including taking part in strategy discussions and other inter-agency meetings and contributing to the assessment of children.
- All staff and volunteers feel able to raise concerns about poor or unsafe practice in regard to children, and that such concerns are addressed sensitively and effectively in a timely manner in accordance with agreed whistle blowing practices.

DATA PROTECTION

The post holder must meet the requirements of the General Data Protection Regulation Act 2018 at all times, especially concerning confidentiality, treatment of personal information and records management.

ADDITIONAL DETAILS

Whilst every effort has been made to explain the main duties and responsibilities of the post, each individual task undertaken may not be identified. Staff will be expected to comply with all Trust policies and procedures and any reasonable request from a manager to undertake work of a similar level that is not specified in this job description. This job description will be reviewed annually and the Chief Executive reserves the right to alter the content of this job description, after consultation with the post-holder, to reflect changes to the job or services provided, without altering the general character or level of responsibility.

Person Specification

Personal Qualities, Qualifications and Experience		Measured By				
		Essential	Desirable	Application	Interview	References
Qualifications and Training						
1	To be committed to achieving a recognised relevant NVQ level 3 qualification in conjunction with the training provider	√		√		
2	Minimum GCSE A – C (or equivalent) in English and Maths (or working towards)	√		√		
Professional Experience and Knowledge						
1	Understand policies and how they relate to local and national frameworks/policies e.g. Child protection, health & safety, SEND etc.		√	√	√	√
2	Knowledge and understanding of safeguarding requirements		√	√	√	√
3	Knowledge of recent developments in the Early Years Foundation Stage (EYFS)		√	√	√	
4	To be committed to supporting children with Special Educational Needs in an inclusive environment		√	√	√	
5	Plan own work when required		√	√	√	√
6	Transfer theory/training into practice		√	√	√	
7	Experience of using a range of ICT effectively		√	√	√	
8	An understanding of the role of parents as partners in education		√	√	√	
9	A commitment to promoting diversity and equal opportunities		√	√	√	
10	A commitment to professional development		√	√	√	
Personal Qualities						
1	A passion for improving outcomes for children and their families	√		√	√	
2	An exemplary record of health and punctuality		√			√
Skills & Abilities						
1	Have good written and verbal communication skills	√		√	√	
2	Have good organisational skills, ability to use own initiative and work collaboratively as part of a team	√		√	√	√
3	To be able to relate well to children and families and engage parents in their children's learning.	√		√	√	
4	To have a commitment to delivering and maintaining a high-quality early years provision	√		√	√	
5	Willingness to be flexible with working hours to respond to the needs of community and organisation	√			√	

I (**name**) hereby confirm that I have received a copy of the Job Description for the post of
Apprentice Level 3 EYFS

Signed

Date

