

JOB DESCRIPTION

JOB TITLE: Early Years Apprentice

REPORTING TO: School based mentor

PURPOSE OF THE ROLE

To support the delivery of high-quality early years education and care while working towards the Level 2 Early Years Practitioner apprenticeship standard. The apprentice will assist staff in creating a safe, inclusive and engaging learning environment for all children.

KEY RESPONSIBILITIES

Supporting Children

- Support children's learning and development through planned activities and play.
- Encourage participation, confidence, independence and positive behaviour.
- Assist children individually and in small groups, including those requiring additional support.
- Observe and report on children's progress to the class teacher or mentor.

Supporting Teaching and Learning

- Assist in preparing learning resources and classroom activities.
- Support the delivery of early years learning programmes.
- Help maintain a stimulating and safe learning environment.
- Provide feedback to staff on children's engagement and progress.

Supporting the School

- Follow school policies and procedures, including safeguarding, health and safety, confidentiality and data protection.
- Build positive relationships with children, staff, parents and carers.
- Attend training, meetings and apprenticeship reviews as required.
- Support educational visits and school activities when appropriate.

Apprentice Requirements

- Complete all apprenticeship training and off-the-job learning.
- Work towards achieving the Level 2 Early Years Practitioner qualification.
- Demonstrate commitment to professional development and continuous learning.

Safeguarding

The school is committed to safeguarding and promoting the welfare of children and expects all staff and volunteers to share this commitment.

Variation Clause

1. This job description reflects the duties and responsibilities of the post at the date shown. The school may review and update the description periodically to ensure it remains accurate and relevant to the role and available funding.
2. Any proposed changes will be discussed with the post holder. The school will seek to reach agreement on reasonable amendments, but reserves the right to implement changes following consultation.

Flexibility Clause

The post holder may be required to undertake other duties and responsibilities consistent with the nature and level of the role, as reasonably requested by the school and in line with available funding.

The school will make reasonable adjustments where necessary to support disabled applicants or employees in carrying out the role.