

ROLE PROFILE

#RKLTPeople

Nurturing Ambition, Inspiring Excellence



Red Kite Learning Trust is committed to safeguarding and promoting the welfare of children and expects all staff and volunteers to share this commitment. Appointments will be subject to an enhanced DBS disclosure. We are an equal opportunities employer which welcomes applications from all sectors of the community. We are committed to promoting diversity and want a workforce which reflects the local population of each of our schools.



www.rklt.co.uk/careers



*Red Kite Learning Trust is committed to supporting work-life balance and recognise the benefits of flexible working. We welcome requests for flexible working arrangements as part of the recruitment process. While flexibility may be possible for many roles, each request will be considered on an individual basis.

Job Title:	Childcare Apprentice	School:	Meadowfield Primary School
Salary Grade:	In line with national apprenticeship wage	Working Hours:	35 hours Shift pattern 8am – 3.30pm 10.00am- 5.30pm
Contract Type:	Fixed term, linked to the term of the apprenticeship (initially 18 months)	Location:	Leeds

Responsible to: Headteacher

Role summary: We are looking for a Childcare Apprentice to join our amazing school community. You will learn through a structured Level 3 apprenticeship programme with on-the-job training and mentorship from skilled colleagues across our Trust. In this role you will support the provision of a stimulating and effective Early Years Foundation Stage curriculum which will enhance children's emotional, social, physical, and intellectual development. To provide high quality childcare and education that meets the professional inspection standards. To assist the Nursery Officer and Managers in the day-to-day efficient running of the Early Education setting as directed.

Special conditions of service:

No smoking policy, including e-cigarettes/vaping.

Role specific responsibilities:

- To provide high quality care and education for all children
- To demonstrate a positive attitude and always provide a welcoming environment
- Establish rapport and respectful, trusting relationships with children, young people and those caring for them
- Communicate effectively and establish constructive relationships with all staff, children, parents, families, carers, external agencies and other professionals
- To establish the Key persons role, to make assessments and keep records of your key children's development and learning journals, and future developments of all key children, to share with parents, carers and other key adults in the child's life at regular intervals
- To ensure good standards of safety, hygiene and cleanliness are maintained at all times
- To be aware of and support differences and ensure all children have equal access to opportunities to learn and develop
- Engage in good team working with all Early Education and wider school community



- To support the team to provide a broad and balanced Early Years Foundation Stage curriculum that will meet the requirements of relevant national and local standards
- To promote the inclusion and acceptance of all children within the nursery environment, assisting in the implementation of appropriate behaviour management strategies
- Report any concerns about child welfare to the appropriate member of staff in a confidential manner
- To maintain confidentiality
- To take responsibility for a group of children during any building evacuation
- To actively promote an inclusive environment
- To read, understand and adhere to all policies and procedures relevant to your role as deemed appropriate. Record accidents as per the Early Education procedures
- To develop your role within the team, contributing actively to team meetings and planning sessions.
- To be aware of the high profile of the setting and to uphold its standards at all times, both within work hours and outside

All colleagues, regardless of career stage, will make a positive contribution to the wider life and community of our school, for example through sport, music, hobbies etc.

RK People responsibilities:

- Contribute to the overall [aims and values](#) of our Trust, appreciate and support the roles of other members of the wider team and attend and participate in relevant meetings as required
- Comply with all Trust policies and procedures including child protection, health, safety, welfare, security, confidentiality and data protection etc., reporting any concerns to the appropriate person
- Contribute to ensuring safeguarding procedures are in place and used effectively at all times.

The role holder must demonstrate a flexible approach to the delivery of the role. Consequently, the role holder may be required to perform work not specifically identified in the role profile but which is in line with the general scope, grade and responsibilities of the role.

Our Trust Mission

Nurturing ambition, delivering excellence and enriching children's lives.



Our Trust Values



Collaboration
We pull together to deliver the best outcomes for every child in every school, working with professional generosity and openness for the common good. We share joy in our achievements - personal and collective.



Integrity
We put ethical leadership and excellent governance at the heart of our Trust, serving our schools and communities with fairness, honesty and transparency and a hunger for social justice.



Respect
We champion equity, equality and diversity. We treat our children, families, staff and partners with respect and kindness - modelling our values and wanting the very best for each other.

Our Trust Goals



We champion learning
Learning together creatively with a rich and broad curriculum, where great teaching and confident reading are fundamental to enriching children's lives.



We promote wellbeing
Ensuring the wellbeing of every child and member of staff in our Trust.



We invest in our people
Supporting every member of staff throughout their career to be the best that they can be.



We innovate with technology
Enabling all learners to harness technology, ensuring all have access at home, and innovating with technology for learning.



We are our Trust
Growing together collaboratively we will strengthen our Trust for the benefit of our children, our staff, our communities and our environment.



PEOPLE PROFILE		
Aptitudes and Characteristics	Essential	Desirable
Ability to relate well and form effective and appropriate working relationships and boundaries with young people	*	
A commitment to our mission and values demonstrated by current practice	*	
Ability to adopt confidentiality, discretion and judgement, communicating effectively with staff, students and parents	*	
An understanding of the strategies that can be used to reduce the barriers to learning	*	
Willingness to undertake training	*	
Understanding of individual children and young peoples' needs	*	
Have an enthusiasm for and an active interest in children's play	*	
Ability to work flexibly and collaboratively as part of a team as well as on own	*	
Qualifications, Knowledge and Experience	Essential	Desirable
GCSE English and Maths grade A - C	*	
Level 2 Childcare Qualification	*	
Paediatric First Aid certificate		*
Experience of delivering evidenced based interventions and accelerated learning	*	
Experience working with children/young people in a work/voluntary setting	*	
Experience in safeguarding children	*	
Competent in using IT systems	*	
Knowledge of a range of factors which create stress for children and families	*	
Knowledge of the SEN code of practice and the Early support Programme	*	
Good knowledge of a child's development and learning processes, understanding that all children have differing needs and knowledge of how to apply inclusive practice	*	
Safeguarding and Promoting the Welfare of Pupils	Essential	Desirable
An appropriate motivation to work with children and young people	*	
Ability to maintain appropriate relationships and personal boundaries with children and young people	*	
Emotional resilience in working with challenging behaviours and appropriate attitudes to the use of authority and maintaining discipline	*	

