

Job Description



Academy	St Giles' and St George's Academy
Position	Early Years Apprentice
Salary	National Apprenticeship Wage
Contract	37hr, term time only
Responsible to	EYFS Lead

All staff have a pivotal role to play in every student's spiritual, moral, social and cultural development. Through our mission to ensure that every student experience's life in all its fullness, we ensure that we support each student through the promotion of our Christian values. This mission and our values underpin the work of every member of staff in all of our academies.

The duties outlined in this job description will be reviewed with the post holder on an annual basis in line with the academy's performance management procedures. It may be modified by the Principal with the agreement of the post holder, to reflect or anticipate changes in the job commensurate with the salary and job title.

Main purpose

We are recruiting for a first-class apprentice to work within our Early Years team. The role is very much based around being a team player, who has a flexible attitude and is willing to get the job done. The key function is to work with children aged 3-5 supporting them in their day to day routine.

Key Responsibilities

- Adhere to the requirements of the Statutory Framework for the Early Years Foundation Stage and Ofsted.
- Adhere to the settings code of conduct.
- Prepare and fully set out a stimulating and attractive childcare environment prior to the arrival of the children, according to plans and ensure health and safety is maintained, and tidy away after their departure. Ensure rooms are left clean and tidy at the end of each day.
- Have day-to-day responsibility for health and safety and the care of the children in your designated room within the setting.
- Ensure confidentiality with regard to the staff, parents and children is adhered to at all times
- Be aware of the staff team including assistants, volunteers and students on a day to day basis to ensure high standards are constantly achieved.
- Work with the staff within your designated room, in such a way as to offer the children high quality care, education, attention, stimulation and support as outlined in the EYFS document.
- Work in conjunction with the Teacher and Early Years Team to plan a high quality curriculum that meets relevant legislation and the children's individual needs. Providing an environment that is warm, secure and welcoming ensuring that the children and families using the setting receive the highest standards of learning care and development in early year's provision.
- Have a high awareness of the setting's policies and procedures and ensure these are carried through by you during everyday tasks.
- Understand and adhere to the settings safeguarding policies and procedures to keep children safe and secure and ensure others at the setting are adhering to the policy.
- Deal with child protection issues, reporting any concerns to the Safeguarding Lead Practitioner or the Deputy and record factual information accurately.
- Ensure the needs of Special Educational Needs (SEN) children are met in conjunction with the settings SENCO.
- Ensure non-discriminatory behaviour and equality is maintained within the day care environment and promotes diversity and that the settings equal opportunity policy is adhered to at all times.

Team Contribution

- Contribute effectively to the team maintaining a high level of communication throughout the whole nursery.
- Demonstrate a flexible approach to day to day duties to ensure smooth running and operation of the setting.
- To work as an effective part of the team ensuring you maintain good morale, positively promoting a team approach within the setting, this leading to a high reputation both in and outside of the setting.
- To work as a team with all staff members in daily activities and development through leading by example.

Child and Parent Care

- To ensure that you are communicating at an appropriate level with the children in your care during play and meal times.
- To be open and welcoming to all parents and children and ready to answer questions or concerns when required ensuring confidentiality is maintained.

Administration and Planning

- Create positive working relationships and partnerships with our parents and to promote parental involvement.
- Ensure weekly, monthly and long term planning sheets are completed and evaluated. • Ensure regular observations are carried out of your key children to inform your planning and to ensure that any concerns are raised at the earliest opportunities.
- Through observation and planning opportunities ensure that you have sound knowledge of each of your key children's starting points and that you extend and support their learning in order for them to reach their full potential.
- Be prepared to undergo continuous training to keep acquainted with the latest developments in early years.

Health and Safety

- Ensure a high level of personal hygiene is maintained and encouraged with the children.
- Ensure toys and equipment is looked after, stored safely and correctly.
- Regularly clean and sterilise equipment and toys, recording information as evidence.
- Advise management when toys and equipment need repairing or replacing.
- Report any safeguarding concerns about any adult working in the setting to the manager following the settings policy and procedures regarding whistle blowing.
- Report all maintenance requirements to management to ensure their immediate attention.

Operational Responsibilities

- To support and uphold academy policies.
- Promote and safeguard the welfare of children and young persons you come into contact with.
- Be aware of and comply with policies and procedures relating to child protection, health, safety and security, confidentiality and data protection, reporting all concerns to an appropriate person.
- Be aware of, support and ensure equal opportunities for all.
- Contribute to the overall ethos/work/aims of the academy.
- Appreciate and support the role of other professionals.
- Attend and participate in relevant meetings as required.
- Participate in training and other learning activities and performance development as required.
- Assist with student needs as appropriate during the academy day.

Post holder signature	
Principal signature	
Date	

Person Specification

Essential Criteria	Measured by
<p>Qualifications/Training To complete this apprenticeship, you must complete the below components:</p> <ul style="list-style-type: none"> • Early Years Level 2 • Maths – Level 1 • English- Level 1 • ICT- Level 1 	Application form / interview
<p>Knowledge/Skills</p> <ul style="list-style-type: none"> • Flexible • Able to prioritise workload • Excellent communication skills • Proactive • Can work within a team as well as on own initiative • Personable & friendly • Client facing • IT proficient • Keen to learn • Adaptable • Accurate & precise 	Application form / interview
<p>Behavioural Attributes</p> <ul style="list-style-type: none"> • Smart, personable, polite and professional • Commitment to learn new skills • Ability to work under pressure and prioritise effectively • Commitment to maintaining confidentiality at all times • Commitment to safeguarding and equality 	Application form / interview

Note 1: In addition to the ability to perform the duties of the post, issues relating to safeguarding and promoting the welfare of children will need to be demonstrated these will include:

- *Motivation to work with children and young people.*
- *Ability to form and maintain appropriate relationships and personal boundaries with children and young people.*
- *Emotional resilience in working with challenging behaviours and*
- *Attitudes to use of authority and maintaining discipline.*