

Early Years Educator - Apprenticeship summary

What will the apprentice be doing?

Duties for this role will include:

- Plans and supervises child initiated and adult led activities which are based around the needs and interests of each individual child
- Supports children to develop numeracy and language skills through games and play
- Has key person responsibility to help ensure each child feels safe and secure
- Observes each child and shapes their learning experience to reflect their observations
- Meets the care needs of the individual child such as feeding, changing nappies and administration of medicine
- Prepare classroom as directed for lessons and clear afterwards and assist with the display of children's work
- Be aware of pupil problems/progress/achievements and report to the teacher as agreed
- Support the teacher in managing pupil behaviour, reporting difficulties as appropriate
- Gather/report information from/to parents/carers as directed Provide clerical/admin support e.g. photocopying, typing, filing, collecting money, etc
- Works in partnership with other colleagues, parents and/or carers or other professionals to meet the individual needs of each child
- 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
- Contribute to the overall ethos/work/aims of the school
- Appreciate and support the role of other professionals
- Attend relevant meetings as required
- Participate in training and other learning activities and performance development as required