



**Acorn**  
Education Trust



# Early Years Apprentice (Level 3)

The Avenue Children's Centre

# Welcome from Sara Edwards

*Acorn Education Trust CEO*

**Thank you for your interest in one of our vacancies, I hope the information enclosed in this pack inspires you to apply.**

Acorn Education Trust was established in 2014 to provide a local solution to a national strategy. We now serve 21 settings: 16 Primary Schools, 3 Secondary Schools and 2 nurseries.

Our mission is to 'prepare young people for their world in their time' and this sits at the heart of all we do. We strive for excellent leadership, excellent teaching and excellent learning. Our vision is to transform lives through education.

In every Acorn School, you will see:

- A** Active and visible leadership
- C** Care, support and challenge
- O** Opportunities for all
- R** Readiness to reach out
- N** Needs of all are paramount

Every Headteacher focuses on leading teaching and learning in their school. Central teams manage the business element of the Trust which allows us to share resources, improve IT and estates infrastructure and invest in school to school support. We are therefore able to direct as much money as possible into teaching and learning thus improving the life chances of all our young people.

Whatever role you are applying for, whether in a school or as part of the central team, we hope you can align with our vision and values, have the determination to succeed and are up for a challenge. In turn, we will provide you with a comprehensive and supportive induction programme, professional development and a career with Acorn.

We hope this information pack provides you with a flavour of working within our Trust and we look forward to receiving your application.

*Sara Edwards*

# About The Avenue Children's Centre

*Every child, every chance, every day*

The Avenue Children's Centre is a vibrant and friendly pre-school within The Avenue Primary School in the charming garrison town of Warminster, Wiltshire.

We offer integrated early years education and childcare in a safe and stimulating environment where children, aged three months to three (plus) years, are treated as individuals and encouraged to develop at their own pace. Our staff are fully dedicated to creating a safe and exciting place for children to play, learn and thrive and aim to focus on each child as a unique individual to help them achieve their goals.

In January 2023, we were proud to retain our 'Good' Ofsted rating and were praised for helping children to flourish at our welcoming and supportive setting, which is open from 7.45am until 6.00pm, fifty weeks of the year. We also offer a Breakfast, Holiday and After School club for children aged three to eleven years.

We are part of the Acorn Education Trust, which provides exciting opportunities to collaborate and improve local education.

We look forward to welcoming you to our pre-school.

Chris Graham  
*Childcare Manager*

For more information, please visit our website: [www.avenue.wilts.sch.uk](http://www.avenue.wilts.sch.uk)

# Job description

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|---------------------|----------------------------------|
| <b>Job title</b>    | Early Years Apprentice (Level 3) |
| <b>Reporting to</b> | Children's Centre Manager        |

## Main purpose

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The Early Years Apprentice will get hands-on experience working within the Children's Centre, while also undertaking regular training with a college or other training organisation to obtain a Level 3 qualification. You will work alongside our experienced team to assist in the provision of a safe, secure and comfortable environment that nurtures the physical, emotional and intellectual development of each child within our setting. This includes washing, changing and feeding children, observing and recording their skills and progress, updating daily logs and liaising with families.

## Duties and responsibilities

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- Ensure the delivery of safe, high quality learning, development and care for all of our children, ensuring they have a calm and enjoyable day;
- Supervise, care for and assist children within the setting, including providing physical care and cleanliness – washing, changing and feeding children;
- Provide adult interaction with children, be a role model and set a good example to them, ensuring high standards of behaviour and care;
- Engage with parents/carers and provide feedback on their child's day;
- Assist in meeting the personal and emotional needs of individual children;
- Be aware of safeguarding and confidentiality at all times and behave within the guidance and regulations contained in the policies, procedures and practices of the setting;
- Observe and record children's skills and overall progress and update their daily logs;
- Attend staff meetings and training;
- Deliver a high standard of learning, development and care for each child;
- Demonstrate a warm, calm, caring and reassuring approach with the children;
- Contribute to discussions around planning exciting and stimulating activities for the children;
- Shadow and support colleagues within the setting;
- Be a good ambassador for the setting.

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# Person specification

| Criteria                    | Essential  |
|-----------------------------|--|
| Qualifications and Training | <ul style="list-style-type: none"> <li>• Hold GCSE or equivalent level, including at least a Grade 4 (previously Grade C) in English and/or Maths;</li> <li>• Paediatric First Aid training, or willingness to complete it.</li> </ul>   |
| Experience                  | <ul style="list-style-type: none"> <li>• Experience working with children / young people or in supporting their learning / planning and delivering learning activities;</li> <li>• Experience of / willingness to learn about the Early Years Curriculum;</li> <li>• Experience working in a nursery / school environment or other educational setting.</li> </ul>   |
| Skills and knowledge        | <ul style="list-style-type: none"> <li>• Good communication, interpersonal and organisational skills;</li> <li>• Ability to build effective working relationships with children and adults;</li> <li>• Ability to remain calm in stressful situations;</li> <li>• Is understanding of and passionate about childcare and education;</li> <li>• Has an interest in creating high quality play and learning experiences for children across the EYFS.</li> </ul>   |
| Personal attributes         | <ul style="list-style-type: none"> <li>• Enjoyment of working with children;</li> <li>• Sensitivity and understanding, to help build good relationships with children;;</li> <li>• A commitment to getting the best outcomes for all children, and promoting the ethos and values of the setting;</li> <li>• Commitment to safeguarding children’s wellbeing and equality;</li> <li>• Able to work well in a team and contribute creative ideas;</li> <li>• Is self motivated, energetic and proactive.</li> </ul> |

The Early Years Apprentice (Level 3) will be required to follow school policies and the staff code of conduct.

*Please note that this is illustrative of the general nature and level of responsibility of the role. It is not a comprehensive list of all tasks that the successful applicant will carry out. The postholder may be required to do other duties appropriate to the level of the role.*

# Support for our staff

Whether your role is in a school or the central team, you will be part of a caring team that will provide you with the support and challenge needed to fulfil your role effectively.

## Continued Professional Development (CPD)

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- A comprehensive induction programme for all new staff (across all roles), that includes mentor and peer support
- Statutory training on safeguarding, health & safety and GDPR
- Access to over 2,500 world-leading courses, webinars and resources via the National College online training platform
- Support for Early Career Teachers (ECTs)
- Role specific training for Designated Safeguarding Leads (DSLs) and Special Educational Needs and Disability (SEND) roles
- School based training, including mentoring and coaching from senior leaders within school and across the wider Trust; Cross phase and school to school support
- Subject communities, across primary and secondary level, to share good practice across the Trust
- Opportunities to role shadow
- Apprenticeships available at various levels across the Trust for multiple roles, including Teaching, Teaching Assistants, Nursery and IT Technicians

## Health and wellbeing

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- A strong culture of wellbeing across all schools and the central team
- Family friendly policies, including comprehensive flexible working policy, adoption leave policy, maternity and paternity (including shared parental leave) policies and staff wellbeing policy
- Access to [Care First](#), an employee assistance programme which provides confidential support on health and wellbeing, relationships, money issues, bereavement and loss, stress, anxiety and depression and much more

## Pensions

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- Teacher pension
- Local government pension
- Nest pension

Staff wellbeing is very important at Acorn Education Trust. We are consistently looking for new ways to improve our offering, and, regularly collect feedback at all levels to check in with our staff and ensure they feel supported in their role.

## How to apply

If you would like more information about this role, please contact the school office via email at [cgm@avenue.wilts.sch.uk](mailto:cgm@avenue.wilts.sch.uk) or by phone on 01985-802419.

### To apply

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Please visit our [Acorn careers page](#) to complete an application form.

Shortlisted candidates will be invited for a one-day interview.

**The Avenue Children's Centre, 7 The Avenue, Warminster, Wiltshire, BA12 9AA**

01985 802 419

[cgm@avenue.wilts.sch.uk](mailto:cgm@avenue.wilts.sch.uk)

The Avenue Children's Centre as part of the Acorn Education Trust, is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. If successful in obtaining this post you will be subject to a Disclosure from the Disclosure and Barring Service and health screening. We are an equal opportunities employer. As part of our safer recruitment processes, if you are shortlisted for the post, we will carry out a social media account search.