POST TITLE: EYFS Apprentice	**GRADE: Apprentice Salary**
RESPONSIBLE TO: EYFS LEAD	

Purpose of role: To provide inclusive play and learning opportunities for al children attending the setting and to maintain a safe, stimulating and enjoyable environment. To take responsibility for planning and delivering an early years foundation stage curriculum in collaboration with the Nursery Manager and Deputy Manager.

Principle Accountabilities:

- To contribute to the planning and delivery of the Early Years Foundation Stage framework (EYFS).
- To support and work with volunteers, students on placements, work experience, apprentices and agency practitioners in the room.
- To supervise the children and to protect them from dangerous or harmful situations. To provide a high level of care that will enhance the children's general health and well-being.
- To adhere to the School's safeguarding policy and procedures to promote the welfare and safety of children within the setting and to report any welfare or child protection concerns immediately to the Nursery Manager & Designated Safeguarding Lead.
- To promote equality of opportunity and foster an inclusive culture and environment. To promote equal opportunities ensuring individual children's needs and circumstances are known and met through the care and education provided.
- To be fully aware of the school's operational policies and procedures and ensure policies and procedures are followed and implemented. This includes ensuring that all accidents and incidents are recorded as outlined in the policies and procedures.
- To act as a key person to a group of children and ensure their needs are reflected in the routines and curriculum of the setting.
- To recognise and act upon children's additional or special educational needs and ensure staff support these children effectively. To contribute to Common Assessment Framework intervention and support.
- To liaise and work in partnership with other agencies, both statutory and voluntary, where appropriate.
- To keep informative, accurate and up-to-date records, including records of progress and any behavioural or developmental concerns.
- To arrange and attend parent/carer meetings to allow two-way discussion of their children's progress.

- To support the preparation of snacks, ensuring that ALL children's dietary, allergy and cultural needs are met. In line with the Ten Steps ethos.
- To contribute to and attend his/her supervisions
- To contribute to and attend weekly team meetings
- To attend any training events or meetings identified by the Nursery Manager and to keep up to date with current good practice.
- To adhere to Willowdown's policy and procedure on confidentiality and the staff code of conduct
- To perform any other duties as deemed necessary by the Nursery Manager or Head teacher

Data Protection and Safeguarding

- Work within the requirements of Data Protection at all times
- Understand your responsibilities in relation to Safeguarding and child protection and how to highlight an issue / concerns
- Remain vigilant to ensure all students are protected from potential harm

General

- The post-holder will be expected to undertake any appropriate training provided by the Trust to assist them in carrying out any of the above duties.
- The post-holder will be expected to contribute to the protection and welfare of children and young people, as appropriate, in accordance with any agreed policies and/or guidelines, reporting any issues or concerns to their immediate line manager.
- The post-holder will be required to promote, monitor and maintain health, safety and security in the work place. To include ensuring that the requirements of the Health & Safety at Work Act, COSHH, and all other mandatory regulations are adhered to
- An Enhanced Disclosure with the Disclosure and Barring Service (DBS) will be undertaken before an appointment can be confirmed. The successful candidate will be required to disclose all convictions and cautions, including those that are spent; the exception being certain, minor cautions and convictions which are 'protected' for the purposes of the 'Exceptions' order. https://www.gov.uk/government/collections/dbs-filtering-guidance '

This job description only contains the main accountabilities relating to the posts and does not describe in detail all of the duties required to carry them out. The post holder may be required to undertake other duties and responsibilities that are commensurate with the nature and level of the post.

Futura Learning Partnership is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. Your suitability to work with children and young people will form part of the selection process. For this post prior to appointment, Futura Learning Partnership will apply for an enhanced disclosure certificate from the Disclosure and Barring Service.

Person Specification: Nursery Educator	**Essential (E) or Desirable (D)**
Education/Qualifications	
GCSE English & Maths Grade C or above or working towards	**E**
A minimum Level 3 early years education and childcare qualification (NVQ 3, or equivalent) as seen as full and relevant by the DFE, and a commitment to obtaining further qualifications as appropriate.	**E**
Working towards or holds a level 4 qualification or Early Years Foundation Degree	**D**
Specialist qualifications suited to the setting, such as Forest School Leader, Attachment and trauma training, qualifications relating to language development of support of EAL children	**D**
Experience	
Post-qualification experience in working in early education and childcare.	**E**
A sound understanding of child development and children's needs	**E**
Demonstrable a detailed knowledge of current legislation relevant to the Early Years.	**E**
Behaviours	
The ability to establish rapport and credibility with staff, external agencies, mothers, fathers, guardians and other carers	**E**
Skills	
Organisational skills: an ability to plan and implement the curriculum in accordance with the Early Years Foundation Stage & Development Matters	**E**
Ability to take into account the Special Educational Needs and Disability Code of Practice, safeguarding procedures and equality & diversity considerations.	**E**
Communication skills: Ability to clearly communicate to all children in order to promote good language skills.	**E**
Ability to be pro-active, and self-motivated.	**E**
Ability to remain calm under pressure and able to multi-task	**E**
Relationship building: An ability to develop partnerships with mothers, fathers, guardians and other carers in respect of their own needs for advice, education and personal development.	**E**
Able to recognise the signs and signals of child abuse and safeguarding concerns and have knowledge of what to do to protect children and safeguard their welfare. To be aware of the harmful impact on children of discriminatory experiences and ensure that children feel valued and respected for who they are.	**E**
Able to work as part of a team and on own initiative. To demonstrate professionalism in approach to managing all issues.	**E**
Be reflective about practice and strive to improve and adapt, taking on the suggestions of others.	**E**
Other	

V1 – March 2023