



Nursery Apprentice - Early Years Educator

Job Title:	Nursery Apprentice - Early Years Educator
Reports To:	Mentor (Nursery Manager/ Nursery Practitioner)/ Director of Nurseries
Main purpose of the post: <ul style="list-style-type: none"> To work under the guidance of qualified early years educators to learn and undertake learning activities with individual children and groups of children, in or outside the classroom/setting. An Early Years Educator Apprentice will support the qualified staff in the delivery of the early years curriculum, ensuring the safety and wellbeing of children. 	
General Employment Duties: <ul style="list-style-type: none"> To supervise and provide particular support for children, acting on the advice and guidance of qualified early years educators, ensuring their safety and access to learning activities. To be flexible within working practices of the setting, undertaking other responsible duties where needed, such as domestic tasks, preparation of snack meals, cleansing of equipment, etc. Establish good working relationships with children, interacting with them according to individual needs. To promote the inclusion and acceptance of all children. To encourage children to interact and work cooperatively with others and engage all children in activities. Provide our children with a high standard of physical, emotional, social and intellectual care in the Nursery. Providing personal care, such as feeding, changing nappies, and administering medication To promote self-esteem and independence 	
Support for teaching staff: <ul style="list-style-type: none"> To work with qualified early years educators in establishing an appropriate learning environment. To use strategies, in liaison with qualified early years educators, to support children to achieve learning goals. To assist with the planning of learning activities. To monitor children's responses to learning activities and accurately record achievement/progress as directed. To provide regular feedback to the qualified early years educator on children's achievement, progress, problems etc. To promote good behaviour, dealing promptly with conflict and incidents in line with the setting's policy, encouraging children to take responsibility for their own behaviour. To establish good relationships with parents/carers. To provide general support, eg preparing resources, assisting with displays etc 	
Support for the Early Years curriculum: <ul style="list-style-type: none"> To undertake structured and agreed learning activities / teaching programmes, adjusting activities according to children's responses. To record children's achievement and progress, feeding back to the qualified early years educator and children, as appropriate. 	

- To support the use of resources in learning activities and develop children's competence and independence in their use.
- To prepare, maintain and use equipment/resources required to meet the lesson plans/relevant learning activity, and assist in their use.

Support for the setting:

- Be aware of and comply with policies and procedures relating to safeguarding, equal opportunities, health & safety and security, confidentiality and data protection, reporting all concerns to an appropriate person.
- To be aware of and support differences, ensuring all children have equal access to opportunities to learn and develop.
- Contribute to the overall ethos/work/aims of the setting.
- To appreciate and support the role of other professionals.
- To attend and participate in relevant meetings as required.
- To accompany qualified staff and children on outings as required and take responsibility for a group under supervision

Support for Trust:

- Be aware of and comply with policies and procedures relating to child protection. Equal opportunities, race equality, 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 and Trust.
- To appreciate and support the role of other professionals.
- To attend and participate in relevant meetings as required.

General Information:

Equality of Opportunity	<ul style="list-style-type: none"> • As a member of Trust staff to take individual and collective professional responsibility for reinforcing and promoting a working environment free from discrimination, victimisation, harassment and bullying. • Ensure the development and progression of equality within the sphere of responsibility of this post and the fair and equal treatment of all colleagues, children, parents and visitors.
Confidentiality and Data Protection	<ul style="list-style-type: none"> • To treat all information acquired through employment, both formally and informally, in strict confidence. • To be aware of the school's responsibilities under the Data Protection Act 2017 for the security, accuracy and relevance of personal data held on such systems and ensure that all processes comply with this.
To contribute as an effective and collaborative member of the School team	<ul style="list-style-type: none"> • Any other duties as reasonably required by any manager of the school. • Participating in the ongoing development, implementation and monitoring of the school development plan. • Attend regular meetings as required and make a positive contribution during meetings.
Safeguarding	<ul style="list-style-type: none"> • Being aware of and complying with policies and procedures relating to child protection reporting all concerns to an appropriate person.

Person Specification

Desired qualifications

- Ideally A*-C/9-5 in GCSE (or equivalent) English and Maths.
- Willing and able to complete all learning and assessment requirements of the Early Years Educator apprenticeship framework, including the end-point assessment

Desired skills and experience

- The ideal candidate will be enthusiastic and have a genuine interest in working with young children.
- Experience of working with or caring for children of a relevant age in a voluntary or work experience capacity is desirable.
- Ability to work with a range of internal and external people.

- An understanding of safeguarding practices and responsibilities. Ability to communicate effectively with children

Personal Qualities

- To be a friendly and reliable team player.
- Willingness to learn and develop new skills and knowledge related to early years education.
- Able to organise tasks and manage own time effectively.
- Ability to work alone with minimum supervision when appropriate.
- Desire to develop skills to support children's learning and development.
- Able to communicate effectively with parents, staff members and other professionals.
- Ability to use IT systems effectively for learning and communication.
- Maintain confidentiality where appropriate.
- Punctual and reliable. Patient and understanding nature.
- Commitment to providing a safe and stimulating environment for young children.
- Attention to detail when completing tasks.
- Age 16+ at start date.

This job description may be amended at any time after consultation with the post holder.