

Job Description for Apprentice Early Years Practitioner

Reports to: Deputy Nursery Manager

Main responsibilities: To deliver a high standard of learning, development and care for children aged 0-5 years.

To ensure that the preschool nursery is a safe environment for children, staff and others.

To developing partnerships with parents/carers to increase involvement in their child's development.

To be responsible for any tasks delegated by the Deputy Nursery Manager/Nursery Manager

To complete all academic aspects of the apprenticeship

Main activities:

- To provide a safe, caring, stimulating educational environment, both indoors and outdoors, at all times.
- To deliver an appropriate play based Early Years Foundation Stage (EYFS) curriculum that enables children to make individual progress.
- To help ensure the preschool nursery meets Ofsted requirements at all times.
- To understand and work to preschool nursery policies and procedures, including how to deal with child protection issues appropriately and how to respond to incidents, accidents, complaints and emergencies
- To plan activities which ensure each child is working towards the early learning outcomes.
- To be a key person.
- To ensure records are properly maintained, e.g. daily attendance register, accident and incident book, risk assessments
- To liaise closely with parents/carers, informing them about the nursery and its curriculum, exchanging information about children's progress and encouraging parents' involvement.
- To work in partnership with senior management to update and review the self-evaluation and improvement plan.
- To undertake any other reasonable duties as directed, in accordance with the preschool aims and objectives

Person Specification for Apprentice Early Years Practitioner

Factors	Essential Criteria	Desirable Criteria
Education & Qualifications	<p>To be qualified to start a level 2 or 3 qualification in Children and Young Peoples Workforce or equivalent</p> <p>To hold or be able to achieve English and mathematics GCSEs at level C or above</p>	<p>Food Hygiene Certificate</p> <p>Paediatric First Aid</p>
Experience/ Knowledge	<p>Working knowledge of the Early Years Foundation Stage and current Ofsted statutory guidance.</p> <p>Knowledge of implementing good quality learning opportunities.</p>	<p>Recent experience working in a Preschool /Nursery setting</p>
Skills & Attributes	<p>Empathy and understanding of children under five.</p> <p>Excellent verbal and communication skills with children and parents.</p> <p>Ability to write reports and keep clear and accurate records.</p> <p>Excellent organizational skills</p> <p>Administrative and basic IT skills</p> <p>Calm and caring nature</p> <p>Ability to work as part of a team</p> <p>Able to work on own initiative</p>	
Personal Qualities	<p>Reliable, enthusiastic, and flexible</p> <p>A commitment to quality in all areas, with a high level of motivation and enthusiasm</p> <p>Able to perform under stress</p> <p>A creative thinker</p> <p>A good sense of humour</p>	