



The Northumberland Church of England Academy Trust

Title:	Apprentice Early Years Practitioner
Responsible to:	Director of Early Years/Deputy Director of Early Years
Salary:	Current Apprenticeship Rates
Responsible For:	To be responsible for assisting with the welfare, learning and development of the children as directed by the Director of Early Years or senior staff in the setting.

Purpose of the job:

Support the welfare, learning and development of children in the nursery by working with initiative and creativity to foster an environment that encourages the children's all-round development.

Main duties:

- To work alongside the staff team to ensure that the setting's philosophy is fulfilled.
- Adhere to policies and procedures to ensure the welfare requirements of the Early Years Foundation Stage Framework are met.
- Participate in planning, assessment, recording and reporting, in line with the requirements of the EYFS Statutory Framework, including the two year old statutory progress check.
- Participate in providing a safe and secure learning environment for the children both indoors and out, that is welcoming and exciting and meets their needs and interests.
- Assist in providing effective liaison with parents on a day to day basis regarding the welfare, learning and development of key worker children.
- Maintain the highest levels of cleanliness and hygiene in sleeping, nappy changing, food preparation.
- Take shared responsibility for the care, maintenance and security of all equipment and resources in the setting.
- Comply with NCEA Trust policies and procedures at all times.

- Treat all staff, children, parents and other professionals with courtesy and kindness at all times.
- To keep completely confidential any information regarding the children, their families or other staff that is acquired as part of the job.
- To be aware of the high profile of the setting and to uphold its standards at all times, both in work hours and outside.



The Northumberland Church of England Academy
Person Specification – Apprentice Early Years Practitioner

<p><u>Experience</u></p> <p>Desirable:</p> <ul style="list-style-type: none"> • Some experience working in a Preschool /Nursery setting
<p><u>Skills & Competencies</u></p> <p>Essential:</p> <ul style="list-style-type: none"> • Ability to assist with planning, assessment, recording and reporting • Assist with planning and delivery of a range of play activities • Ability to record information accurately and appropriately • A commitment to keeping children and young people safe by providing a safe environment • Ability to follow instructions accurately • A commitment to implement, follow and promote Academy policy • A commitment to the ethos and values of the Academy • Empathy and understanding of children under five • Excellent verbal and communication skills with children and parents • Excellent organizational skills • Calm and caring nature • Ability to work independently or as part of a team • Able to work on own initiative • Able to complete administrative tasks and basic IT skills
<p><u>Knowledge & Qualifications</u></p> <p>Essential:</p> <ul style="list-style-type: none"> • To be qualified to start a level 2 or 3 qualification in Children and Young Peoples Workforce or equivalent

Desirable:

- GCSE grades A-C (4-9) Maths and English
- Knowledge of the Early Years Foundation Stage
- Knowledge of implementing good quality learning opportunities
- Food Hygiene Certificate
- Paediatric First Aid

Physical, mental and emotional demands

Essential:

- Commitment to helping provide a high quality service to children and families

Other

Essential:

- Willingness to participate in training and development