



## Job Description – Early Years Apprentice

<b>Salary scale:</b>	<b>£5,565 per annum (Apprenticeship rate £4.30 an hour)</b>
<b>Hours of Work:</b>	<b>30 hrs per week, term time plus 5 professional days</b>
<b>Responsible to:</b>	<b>Pre School Manager</b>

- To work towards and complete a Level 2 Apprenticeship in Early Years
- To support the staff team in providing high quality care and education for all children attending the nursery
- To participate in the implementation of the Early Years Foundation Stage
- To participate in the observation and assessment of children under the direction of colleagues
- To provide a safe, caring, stimulating environment, both indoors and outdoors at all times.
- To assist colleagues in planning and implementing a variety of engaging activities to meet the children's individual needs and interests
- To participate in supporting the children's personal, social and emotional development, including the promotion of positive behaviour strategies
- To actively support the development of children's language, communication and thinking skills
- To establish and maintain positive relationships with the children and their families
- Assist in maintaining a high standard of hygiene, being aware of health and safety at all times.
- To actively support and promote the nursery's policies and practices, particularly those on Inclusion and Equal Opportunities
- To report accidents and incidents to a member of staff to ensure records are properly maintained and relevant first aid administered.
- To participate in the nursery supervision and appraisal scheme
- To participate in relevant training and development
- Be responsible for and committed to promoting and safeguarding the welfare of any children, young people and any vulnerable groups you may come into contact with during your employment
- To be flexible within working practices in the setting, including undertaking tasks as and when necessary, and to attend out of working hours activities (such as training sessions, staff meetings and parents' evenings) when required
- To carry out any other duties as reasonably requested by the Management

## **Conditions of Employment**

The above responsibilities are subject to the general duties and responsibilities contained in the written statement of conditions of employment (the Contract of Employment).

The post holder is required to support and encourage the trust's ethos and its objectives, policies and procedures.

The post holder may be required to perform any other reasonable tasks that are related to their role.

This job description allocates duties and responsibilities but does not direct the particular amount of time to be spent on carrying them out and no part of it may be so constructed.

This job description is not necessarily a comprehensive definition of the post. It will be reviewed at least once a year and it may be subject to modification at any time after consultation with the post holder.

All staff participate in the school's performance management scheme.

**Hartford Infant and Pre School is committed to safeguarding and promoting the welfare of children and young people and expects all staff to share this commitment. This position is a regulated activity and an enhanced DBS check will be required.**