

# **JOB DESCRIPTION and PERSON SPECIFICATION: Early Years Apprentice**

**Name of School:** Chelsea Open Air Nursery School  
**Reports to:** Headteacher /Deputy Head  
**Grade:** RBKC Apprenticeship Scale LLW  
**Start Date:** September 2022

## **Main Purpose of Job**

To work as part of the classroom team supporting learning while working towards an Early Years Educator Level 3 Apprenticeship.

1. To work under the guidance of the keyworkers to support the children's development and learning in line with the EYFS
2. To provide general support to the keyworkers in the management and organisation of the pupils and the classroom
3. To assist the keyworkers in creating and maintaining a purposeful, orderly and supportive learning environment
4. To promote the inclusion of all pupils ensuring they have equal access to opportunities to learn and develop
5. To be responsible for promoting and safeguarding the welfare of children and young people within the school
6. To support the organisation of the class, including resource management and stock control
7. To support children during lunch time

## **Main Responsibilities**

### **Support for the Pupils**

- To promote the inclusion and acceptance of all pupils within the classroom. Encourage pupils to interact and work co-operatively with others and engage in all activities
- To provide feedback to pupils in relation to progress and achievement
- To establish and develop productive working relationships with pupils acting as a role model
- To work with pupils, understanding how to motivate and encourage them to develop and achieve
- To support children in ensuring that they understand tasks and learning objectives
- To provide support for the children to broaden and enrich their learning
- To understand the individual needs of children and be responsible for supporting them on social interactions health and hygiene
- To work with children with Special Educational Needs and or Disabilities and to support the implementation of their Individual Education Plans
- To support the care and hygiene requirements for children

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## **Support for the Keyworkers**

- Within an agreed system of supervision, to work with the keyworkers to develop activities, plans and the classroom environment
- To assess, feedback and record the achievements and progress of pupils through agreed monitoring systems
- To establish and maintain constructive relationships with parents/carers by:
  - supporting their role in their child's learning
  - providing constructive feedback on their child's progress and achievements
  - facilitating their support for their child's attendance
  - support home to school/community links
- To be proactive in managing behaviour and promote self-control, independence and integration
- To support pupil transitions and attend parents meetings as appropriate
- To accompany and support on educational visits
- To work with the keyworkers to complete administration tasks

## **Support for the School**

- To be aware of and comply with policies and procedures relating to child protection, health and safety, security and confidentiality, reporting all concerns to an appropriate person
- To contribute to overall ethos/work/aims of the school
- To attend and participate in regular meetings, and in training and other activities as required
- To assist in the general care of the school environment
- To support resource management, stock control and orders for consumable resources

## **Support for the Curriculum**

- In line with planning, deliver learning and teaching activities and adjust these when necessary
- To support management of stock levels and for maintenance / quality /safety of equipment
- To use and prepare specialist equipment, plans and resources necessary to support learning activities, taking into account pupil's interests, language and cultural backgrounds
- To assist with the implementation of the Early Years Foundation Stage
- To undertake broadly similar duties commensurate with the level of the post as required by the Head Teacher

## **Completing all requirements for apprenticeship qualification**

- Completing all training provided in school and through the training provider

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- Working with support to produce evidence of required skills and knowledge
- Completing skills tests as required
- Completing coursework as required
- Completing observations in class as required

### **Person Specification**

You will work as joint educator with the keyworkers guiding the children's access to the broad and balanced curriculum both indoors and out. You will need energy, enthusiasm, professional skills and dedication.

The nursery has a rich, multi-cultural mix and is committed to providing high quality education in partnership with parents, business and community links.

#### **Experience:**

##### **Essential:**

GCSE Maths and English

ICT Literate

Sensitive, caring nature but must have the ability to be firm and fair

Team player

##### **Desirable:**

Experience working/volunteering within an early years educational setting

An understanding of the EYFS

Experience of communication development, Makaton, visual timetables

Experience of stock control and resource management

#### **Working Hours:**

Monday-Friday

Term time only