



Job description: Early Years Educator Apprentice

Job details

Salary: Apprentice Rate

Hours: 35

Contract type: Full Time Fixed Term

Reporting to: Pre School Lead, Assistant Head Teachers, Head Teacher

Main purpose

Duties and responsibilities

- To be part of the provision of high quality care, education and learning to children aged 3-4 years in the Pre School setting.
- Contribute to the development of supportive relationships with children, parent/cares acting as a good role model and setting high expectations for play learning and communication.
- Work directly with children in both individual and group situations and under the supervision and direction of the Pre School Lead.
- Plan and teach well-structured lessons to assigned classes, following the school's plans, curriculum and schemes of work
- Work with a group of children to support the children's development by contributing to observation and planning systems to track children's progress.
- Support partnerships with parents/carers and professionals to provide inclusive Early Years Services framed by relevant policies and legislation.
- To learn, implement and understand all school policies and procedures and support the preschool in putting these into practice including Safeguarding, security and data protection.
- To work in partnership with parents to share learning between home and setting to meet the individual needs of the child.
- Undertaking intimate care tasks as required, including but not limited to nappy changing, assisting with toileting and changing/cleaning soiled clothing.
- To contribute to children's transitions so that they are supported, under the supervision and direction of the Pre School Lead.
- Support the team in liaising and signposting parent/cares to relevant professionals and agencies to aid their child's development as necessary.

Key Outcomes

- To promote an inclusive environment that is warm, secure and welcoming in order to promote the development of individual children to ensure that children reach their full potential.
- To contribute and support the pre-school team in the development of curriculum plans and to support the delivery of individual learning programmes for children in order to achieve high quality educational attainment

- Under the guidance of the Pre-School Lead, contribute to the communication of important information and the maintenance of factual records the purposes of Safeguarding meetings, SEN reviews and any other relevant meetings.
- Under the guidance and supervision of the Pre School Lead, attend to children's needs and to promote their independence.
- To comply with the statutory duty and meet all welfare requirements and to use the guidance within the Pre School.
- To maintain appropriate cleanliness and hygiene within designated areas of the Pre School. Ensuring that equipment is maintained and resources are prepared as necessary.
- Actively promote and ensure a safe environment for others

What we need from you

- Demonstrate respect and caring for others, treating everyone fairly; listening and acting on the things people say.
- Live by our values and use them to guide you in how you do your job; being able to hold others accountable for demonstrating our values.
- Skilled communicator – able to effectively communicate verbally and in writing.
- A passion to work with children to build a bright future for them
- A commitment to undertake and complete training and development, this will include the EYE Apprenticeship standard to level 3 and Paediatric First Aid.
- To carry out your duties with full regard to Battling Brook Primary Schools policies.

Safeguarding

- Work in line with statutory safeguarding guidance (e.g. Keeping Children Safe in Education, Prevent) and our safeguarding and child protection policies
- Work with the designated safeguarding lead (DSL) to promote the best interests of pupils, including sharing concerns where necessary
- Promote the safeguarding of all pupils in the school

Please note that this is illustrative of the general nature and level of responsibility of the role. It is not a comprehensive list of all tasks that the teacher will carry out. The postholder may be required to do other duties appropriate to the level of the role, as directed by the head teacher or line manager.