

JOB DESCRIPTION AND PERSON SPECIFICATION

Job Title – Apprentice Early Years Practitioner			
Responsible to:	Designated member of the Management team	Salary:	£5.28 per hour
Hours:	To be confirmed	Location:	
Date Job Description Last Updated: March 23		By who: BSM	

This post is for unqualified applicants, who will undertake a NVQ level 2 in childcare as part of their apprenticeship.

Purpose of post

- To support the children’s learning, with regard to their individual social, emotional, physical and intellectual needs.
- To help promote and maintain a warm, welcoming, safe and attractive environment for the children within the centre.
- To support the provision of high quality integrated care and education for young children.
- To participate in the work, organisation and development of the centre, in accordance with the aims of the centre, under direction from the Senior Management Team.

Key areas

- To be involved in making decisions within established policy and practice of the centre with regard to the intellectual, physical and emotional wellbeing of the children.
- To ensure all policies and procedures are adhered to and implemented in the nursery.
- To support the security of the building and its contents.
- To work individually and as part of a team in meeting the social, emotional, physical and educational needs of the children and their families in the centre under the guidance of the Senior Management Team
- To contribute towards the planning of programmes of the appropriate learning experiences during planning meetings with the Senior Management Team
- To monitor each child’s progress through keeping appropriate observation and assessment records, as well as health and safety and fire safety records when required.
- To have a clear understanding and ability to work to safeguarding policies and procedures, and to act appropriately should areas of concern arise, in line with the centre’s policies and procedures.

Responsibilities

- To be responsible for the safety and wellbeing of the children in the centre.

Main duties

- To participate in the development of day-to-day running of the centre and provide a warm, welcoming and secure environment in line with the current Child welfare requirements.
- To work in partnership with parents and carers in the care of their children and to encourage participation in centre activities.
- To offer support, advice and guidance to parents and carers when appropriate.
- To encourage the involvement of the local community in centre activities.
- To participate effectively in programmes designed to promote personal and professional development, such as team meetings, training courses, supervision and appraisal meetings.
- To support the liaison with other professional staff involved in meeting the needs of the child.
- To keep up to date with current legislation and childcare practice, and attend training as required.

Any other duties and responsibilities appropriate and relevant to the post, including:

- To ensure that the Centre's Equal Opportunities policies are proactively implemented so as to promote inclusion, equality and valuing diversity throughout all aspects of the centre.
- To perform the duties specified and other duties as required from time to time under the guidance of the Senior Management Team.
- Time out will be given equivalent to 1 day per week, at the work place, to complete studies.
- Undertake assessments in the workplace



PERSON SPECIFICATION

North Halifax Partnership Ltd is an equal opportunity employer. We are committed to safeguarding and promoting the welfare of children and we expect all staff and volunteers to share this commitment. A disclosure and barring service check is undertaken for all staff – a caution or conviction does not automatically prevent an offer of a job and any issue may be discussed with a prospective employee.

POST TITLE:		Apprentice Early Years Practitioner	
Criteria No	Attributes	Criteria	
	Relevant Experience	Essential	
		Desirable <ul style="list-style-type: none"> • Experience and understanding of the developmental needs of babies and young children. • Knowledge of key worker systems and record keeping. • Experience of working in partnership with other agencies. • Awareness of the needs of the local community. • Experience of working in an early years setting. • Knowledge of the developmental needs of babies and young children. 	

	Education, qualifications and Training Attainments	<p>Essential</p> <ul style="list-style-type: none"> • Willingness to undertake training including a recognised early years qualification. • Willingness to undertake other related training. <p>Desirable</p> <ul style="list-style-type: none"> • A – C in English and Maths (or the equivalent level qualification) • Current First Aid Qualification. • Current Basic Food Hygiene Certificate. • Other related training.
	General and Special Knowledge /Ability	<p>Essential</p> <ul style="list-style-type: none"> • Ability to communicate well with adults and children. • To be able to demonstrate the ability to work as part of a team. • Ability to write legibly and good presentation skills. • Good organisational skills. • Awareness of Equality and diversity. • Awareness of Health & Safety and practical hygiene issues. • Ability to work flexible hours, which may include occasional weekends and evenings. • Willingness to undertake enhanced DBS check. • Must be eligible to work in the UK. • Ability to travel in connection with work <p>Desirable</p> <ul style="list-style-type: none"> • Computer literate. • Knowledge of Children’s Centre services. • Knowledge and understanding of safeguarding practice. • Knowledge and understanding of the current early years curriculum. • Knowledge of Child Development.