



Job description

Job Title:	Early Years Apprentice
Responsible to:	Nursery Manager
Grade:	Level 2 (Intermediate) or Level 3 (Advanced) Learning Support Apprenticeship
Contract:	15 – 24 months (dependant on Level 2 or Level 3)
Hours:	37 hours per week, term time only

Job Purpose

To support pupils in the Early Years Setting to 'become the best they can be' working as part of the Early Years team.

To complete training as per the apprenticeship specification, using work experience gained to support this.

Training

During the 15-24 months of the apprenticeship you will be assigned an Assessor and will undertake an either a Level 2 BTEC Certificate in Supporting Teaching and Learning in Schools or Level 3 BTEC Diploma in Supporting Teaching and Learning in Schools. You may also be required to complete Literacy, Numeracy and IT Functional Skills (this will be determined by existing qualifications). Training will be mainly through workplace assessment which will take place every 3-4 weeks.

Safeguarding

Our academies are committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment.

Main Tasks (After receiving appropriate training and guidance)

Learning Support

- To develop an understanding of the learning needs of students and use this knowledge to support them to become independent learners in the classroom.
- To take into account a student's learning needs and ensure their access to the lesson and its content through appropriate clarification, explanations, and use of equipment and materials.
- To develop the study and organisational skills of students, enabling them to remain focused in lessons and be able to execute tasks effectively.
- To monitor students' responses to learning activities and progress towards targets, record achievement and feedback to teachers and the Inclusion Team as required. To assist in the implementation and tracking of student targets.

- To provide support for student's emotional and social needs by encouraging and modelling positive behaviour and demonstrating high expectations, in line with the academies' Behaviour Policy.
- To assist with the general pastoral care of students.
- To be aware of and comply with policies and procedures relating to child protection, security, confidentiality and data protection, reporting all concerns to an appropriate person.
- To accompany teaching staff and students on visits, trips and out of school activities as required.
- To complete the role of Reader-Scribe during exam periods when required.

2. Apprenticeship *(an average of 5 hours per week will be allocated to completing training and assessment material - this may be weighted to academy holiday periods).*

- To complete all assessment material in the given timescales, requesting help when needed.
- To meet with the Apprenticeship Assessor and Internal Verifier as required.
- To complete training sessions when required.

3. General

- To attend required meetings and training sessions.
- To comply with individual responsibilities for health & safety in the workplace in accordance with the academies' Health & Safety Policies and Procedures.
- To ensure that all duties and services provided are in accordance with the academies' Equal Opportunities Policy.
- To maintain confidentiality in all academy related matters
- To undertake any other duties commensurate with the post, as directed by Line Manager

Other clauses:

1. 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 construed.
2. The 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 or amendment at any time after consultation with the holder of the post.
3. This job description may be varied to meet the changing demands of the Academy at the reasonable discretion of the Headteacher.
4. This job description does not form part of the contract of employment. It describes the way the post holder is expected and required to perform and complete the particular duties as set out in the foregoing.
5. Postholder may deal with sensitive material and should maintain confidentiality in all Academy related matters.

Recruitment and Selection Policy Statement

The Academy is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment.

Permanent Appointments and Advanced Level apprenticeships

Due to operational requirements apprentices cannot be guaranteed a permanent job on completion of their apprenticeship (or higher level apprenticeship on completion of an Intermediate apprenticeship). Where a suitable permanent job (or an advanced level apprenticeship opportunity becomes available in their training academy or other AET academies apprentices are strongly encouraged to apply for it and subject to satisfactory completion of their apprenticeship and suitable qualifications / experience will be guaranteed an interview.

Person Specification

Competency	Requirements	Essential / Desirable
1. Specialist Knowledge & Experience	<ul style="list-style-type: none"> • Good numeracy/literacy skills • GCSE Maths and English Grade A-C or equivalent or willingness to work towards literacy and numeracy functional skills qualifications • Good IT skills • Understanding of child development and learning <ul style="list-style-type: none"> o child development and learning o classroom roles and responsibilities o confidentiality <p>For Level 3 Apprentice</p> <ul style="list-style-type: none"> • NVQ 2 for Teaching Assistants or equivalent qualifications or experience 	E
	<ul style="list-style-type: none"> • Experience of working with children in Early Years • Experience of working with children in a Primary setting 	D
2. Organisation & Planning	<ul style="list-style-type: none"> • Ability to organise own workload, follow a schedule and meet deadlines • Ability to plan own work on a daily basis 	E
3. Problem Solving & Initiative	<ul style="list-style-type: none"> • Ability to work independently and use initiative • Ability to stay calm under pressure 	E
4. Communication	<ul style="list-style-type: none"> • Ability to communicate effectively and relate well to both children and adults 	E
5. People Skills & Customer Service	<ul style="list-style-type: none"> • Ability to build and maintain effective relationships • Ability to work effectively as part of a team • Ability to provide excellent customer service, both to internal and external customers • Demonstrate a commitment to equality 	E
6. Flexibility & Adaptability	<ul style="list-style-type: none"> • Able to work flexibly to meet needs of the academies • Willing to undertake relevant training courses including travel if required 	E
7. Safeguarding	<ul style="list-style-type: none"> • Understanding of safeguarding / child protection procedures 	E
8. Other	<ul style="list-style-type: none"> • Commitment to self-evaluate learning needs and actively seek learning opportunities 	E