

### Job Description

<b>Job Title</b>	Preschool Practitioner Apprentice
<b>Academy</b>	Gladstone Primary Academy – Gladstone Park Preschool
<b>Reports to</b>	Preschool Manager
<b>Line Management of</b>	N/A
<b>Working Hours &amp; Pattern</b>	35.85 hours per week, term time plus 1 week
<b>Salary / Grade</b>	Apprenticeship Rate
<b>Date Last Evaluated</b>	August 2020
<b>Core Purpose</b>	<p>To work as part of Gladstone Park Preschool Team under the direction of the Preschool Manager whilst undertaking appropriate apprenticeship in NVQ Level 3.</p> <p>To assist with providing safe, high quality education and care for young children which meets the individual needs of the children attending the setting.</p>

<b>Key Responsibilities</b>
<ul style="list-style-type: none"> <li>• To support with and monitor the group’s EYFS curriculum in accordance with the children’s social, emotional, physical and intellectual needs as identified by the Preschool Manager.</li> <li>• To support with adult led activities, facilitate stimulating child led play and oversee child initiated activities.</li> <li>• To provide a high level of care that will enhance the children’s general health and well-being.</li> <li>• To be a positive role model to children and the wider community.</li> <li>• To follow the Preschool’s operational policies and procedures including behaviour management, health and safety, fire precautions, drop off and collection, food safety etc.</li> <li>• To be aware of children’s special educational needs and support as necessary.</li> <li>• To write observations and make assessments that will be uploaded onto the online system.</li> <li>• To support meal times within the setting.</li> <li>• To attend regular team meetings and input into weekly planning.</li> <li>• To work in partnership with other agencies, both statutory and voluntary, where appropriate.</li> <li>• To attend any training events or meetings as identified by the Preschool Manager and to keep up to date with current good practice.</li> <li>• To work alongside parents/carers and other family members.</li> <li>• To keep completely confidential any information regarding the children, their families or other staff which is acquired as part of the job.</li> <li>• To supervise the children and to protect them from dangerous or harmful situations.</li> <li>• To undertake training on child protection and safeguarding, to enable concerns to be reported immediately to the Preschool Manager.</li> </ul>

### **Additional Responsibilities**

- Support and provide cover for the other members of staff within the team, such as administrative duties
- Ensure the objectives of the Academy are met by maintaining good relations with staff, parents, pupils and external agencies
- Ensure a consistent approach with regards to correspondence across the Academy both internal and external
- Assist with printing and distributing letters

### **General Responsibilities**

- Comply with any reasonable request from a manager to undertake work of a similar level that is not specified in this job description.
- Create and maintain positive and supportive relationships with staff, parents, business, community and other stakeholders.
- Be aware of the School's duty of care in relation to staff, students and visitors and to comply with all health and safety policies at all times.
- To engage with appropriate training opportunities to promote professional effectiveness in this role.
- Participate in the ongoing development, implementation and monitoring of the Trust and Academy Improvement Plans.
- To treat all information acquired through employment, both formally and informally, in strict confidence.
- To be aware of the school's responsibilities under the General Data Protection regulations (GDPR) for the security, accuracy and relevance of personal data held on such systems and ensure that all processes comply with this.
- Be aware of and comply with policies and procedures relating to child protection, reporting all concerns to the Designated Safeguarding Lead.
- Be aware of and comply with the codes of conduct, regulations and policies of the Trust and Academy and its commitment to equal opportunities.

**The duties and responsibilities listed above describe the post as it is at present. It cannot be read as an exhaustive list of duties and may be altered at any time with Academy approval.**

**Note: Every job description in the organisation will be subject to a review either:**

- **On an annual basis at the time of the annual appraisal meeting, or**
- **As a result of a change in strategic direction, or**
- **As a result of a team/operational requirements, or**

**It is the shared responsibility of the post holder and their manager to ensure that the job description is kept up to date.**

### Person Specification

Attribute	Essential or Desirable	Assessment
<b>Qualifications</b>		
First Aid Qualification	<b>D</b>	<b>A</b>
Food Hygiene Qualification	<b>D</b>	<b>A</b>
Min A*-C GCSE English and Maths (or equivalent)	<b>D</b>	<b>A</b>
<b>Knowledge and Understanding</b>		
Knowledge and understanding of child protection procedures	<b>D</b>	<b>A/I</b>
Knowledge and understanding of child care development	<b>D</b>	<b>A/I</b>
Knowledge of EYFS Curriculum	<b>D</b>	<b>I</b>
Knowledge of Food Hygiene Qualification	<b>D</b>	<b>I</b>
Knowledge or understanding of another language	<b>D</b>	<b>A/I</b>
<b>Skills and Abilities</b>		
Ability to use own initiative to prioritise and organise conflicting ongoing and immediate demands in a pressurised environment	<b>E</b>	<b>I/T</b>
Ability to use ICT effectively and appropriately	<b>E</b>	<b>I/T</b>
Ability to maintain high standards of work and be professional at all times	<b>E</b>	<b>I/T</b>
Ability to remain emotionally resilient and remain calm at all times	<b>E</b>	<b>I/T</b>
Ability to build good working relationships with colleagues and be an active team member	<b>E</b>	<b>I/T</b>
Ability to build rapport with parents/carers	<b>E</b>	<b>I/T</b>
Ability to multi-task within own remit and other areas	<b>E</b>	<b>I/T</b>
<b>Experience</b>		
Experience of working in a team environment	<b>E</b>	<b>A/I/R</b>
Experience of working in a similar role	<b>D</b>	<b>A/I/R</b>
<b>Personal Commitment</b>		
Demonstrate and adhere to TDET and Academy's Core Values.	<b>E</b>	<b>A/I</b>
Commitment to equality and diversity in the workplace.	<b>E</b>	<b>A</b>
Adhere to GDPR guidelines and the Academy's internal procedures.	<b>E</b>	<b>A</b>
Adhere to the Academy's Safeguarding and Prevent policy and procedures.	<b>E</b>	<b>A/I</b>
Adhere to TDET's Health and Safety policy and procedures.	<b>E</b>	<b>A</b>

### Assessment methods

**A – Application**

**I – Interview**

**T – Task/Activity**

**L – Lesson Observation**

**R – References**