

# TTCT

## Job Profile



<b>Job title:</b>	Nursery Apprentice
<b>Responsible to:</b>	Nursery Manager
<b>Salary:</b>	Apprentice Rate: £6.40 per hour
<b>Working hours / weeks:</b>	37 hours per week, all year round
<b>Core purpose:</b>	To contribute to a high-quality caring environment for children. This includes creating a warm, friendly and stimulating atmosphere in which the children can develop emotionally, socially and educationally through individual attention and group activities.

### Corporate responsibilities:

- To ensure that the responsibilities of the role are carried out in a way which reflects the mission and the values of the Trust.
- To be aware of and observe all policies, procedures, working practices and regulations, and in particular to comply with policies relating to Child Protection, Equal Opportunities, Health and Safety, Confidentiality, Data Protection and Financial Regulations, reporting any concerns to an appropriate person.
- To uphold our commitment to safeguarding and to promote the wellbeing of children.
- To contribute to a culture of continuous improvement.
- To comply with all reasonable management requests.

### Key responsibilities:

- Take all reasonable steps to provide a safe and secure environment at all times, ensuring high standards of hygiene and cleanliness are maintained and the nursery team's compliance and awareness to the nursery's Health and Safety policies.
- To develop your role within the team and to help ensure the effective implementation of the Early Years Foundation stage to those children in receipt of the Nursery Education Funding.
- Assist Nursery Officers to formulate and operate a programme of activities suitable to the age range of children in conjunction with the Room Senior.
- Prepare the children's records for parents and carers, in conjunction with the Room Senior and Managers.
- To maintain an up-to-date Development File and Next Steps for each of your key children, for parents and carers. To assist if the child moves to another setting or to school with the transition of documents.
- Work in partnership with parents and carers of special needs children to provide full integration in the setting.
- Liaise with and support parents and carers and other family members as part of our work in partnership with parents, to ensure they are fully aware of their child's progress and development whilst in our care.
- To provide all aspects of care for children including washing, changing and feeding.
- As a key person assist with meeting the personal and emotional needs of individual children.
- To be a positive effective role model for staff and children.
- Look upon the setting as a "whole" where your help can be most utilised, be constantly aware of the needs of the staff and children.
- To be flexible within working practices of the setting. Be prepared to help where needed, including to undertake certain domestic jobs within the setting, e.g. preparation of snacks, meals, cleaning of toys and equipment etc. Work alongside the Managers, Room Seniors and other staff members to ensure that all themes and projects are fulfilled.



- Ensure all accident, incident and medication forms are completed and signed by the appropriate people.
- Ensure all children are collected by somebody known to the setting and authorised to do so.
- Specific Child Care Tasks:
  - The preparation and completion of activities to suit the child's stage of development.
  - To ensure that snack and mealtimes are a time of pleasant social sharing.
  - Washing and changing children as required
  - Maintaining the Daily Diaries, Observations, Next Steps and Development Files of your Key Children with support and guidance from the Managers.
  - Providing comfort and warmth to an ill child until they are collected by their parent or carer.
- To ensure the setting is a high-quality environment which meets the needs of individual children from differing cultures and religious backgrounds, and stages of development.
- To be aware of the high profile of the setting and to uphold its standards at all times, both whilst on and off the premises.
- To undertake such other duties and responsibilities of an equivalent nature, as may be determined by the Managers from time to time.

### Notes:

This document is an overview of the role. The responsibilities will include but will not be limited to those listed above and it is anticipated that the role will evolve over time and as such the duties may change.

This document does not form part of the contract of employment.

This post will have regular contact with children and as such a satisfactory enhanced disclosure from the Disclosure and Barring Service (DBS) with a Children's Barred List Check is required as a condition of employment.

In accordance with the statutory guidance Keeping Children Safe in Education (KCSIE), an online search will be conducted as part of due diligence on shortlisted candidates to identify incidents or issues that may have happened, and which are publicly available online, which we may need to explore with shortlisted candidates.

It is an offence to apply for this role if you are barred from engaging in Regulated Activity relevant to children.

Those engaged in management positions will also require a Section 128 check.

Those employed to work in the Nursery will require a satisfactory childcare disqualification check.

### Our Mission:

*Why do we exist?* To provide our students with opportunities and experiences to enhance their life choices, making a positive contribution to the world we share.

### Our values:

*How do we behave?*

<b>Ambition:</b>	we maximise our potential through striving for excellence.
<b>Teamwork:</b>	we give 100% effort, displaying kindness and humility for the benefit of all.
<b>Honesty:</b>	we are respectfully open about our successes and areas for growth.

### Our strategic anchors:

- Create a healthy organisation, free from politics and confusion through clarity following the empowered to lead operating model.
- Build a compelling school culture built on strong professional relationship where all can achieve.
- Craft and implement a high-value curriculum which is knowledge rich to allow meaningful application of skills.
- Put people first through high impact professional development and instructional coaching.



## Person Specification

Role: Nursery Apprentice		E/D	A	I
<b>Qualifications &amp; Training</b>				
1	Potential to achieve Level 3 qualification in an associated discipline	E	✓	
2	Level 2 in Childcare and/or a C or above in Maths and English at GCSE	E	✓	
<b>Experience</b>				
3	Experience of working in an early years environment	D	✓	✓
4	Experience of working to the EYFS Statutory Framework	D	✓	✓
<b>Knowledge &amp; Understanding</b>				
5	An understanding of the mission and values of the Trust.	E	✓	✓
6	An understanding of safeguarding issues and promoting the welfare of children.	E		✓
7	Working knowledge of EYFS Statutory Framework	D	✓	✓
8	Good knowledge of child development and planning programmes for the children	E	✓	✓
<b>Skills &amp; Abilities</b>				
9	Ability to form and maintain appropriate professional boundaries with children.	E		✓
10	Good organisational, record keeping and planning skills both verbal and written	E	✓	
11	Ability to follow procedures accurately	E	✓	
12	Excellent communication skills, with children, colleagues, advisors and parents and carers	E	✓	
<b>Personal Attributes</b>				
13	Flexibility and adaptability.	E		✓
14	An empathetic, non-judgmental and ethical approach.	E		✓
15	Patience	E		✓
16	Empathy with children, colleagues and parents and carers	E		✓
17	A positive approach to inclusive practice, with children and colleagues	E		✓
18	Enthusiasm for working with young children	E		✓
<b>Other</b>				
19	A commitment to uphold and promote equality of opportunity.	E		✓

### Key: ✓

<b>E</b>	Essential
<b>D</b>	Desirable
<b>A</b>	Assessed by Application Form
<b>I</b>	Assessed by Interview

**Date:** October 2022

