



## JOB DESCRIPTION

**Post:** Apprentice Early Years Practitioner - Level 2

**Responsible to:** Nursery Manager

**Salary:** £9,254 per annum  
Fixed term for 15 months  
37 per week, 52 weeks per year.  
Hours between 8.00 am – 6.00 pm  
Level 2 Apprenticeship

**Conditions of Service:** Truro and Penwith College Conditions of Service

**Main Purpose of Job:** To work as an effective member of the nursery team delivering flexible, high quality, education and care that meets the needs of young children and their families. With guidance, ensure compliance with all company policies, Health and Safety legislation, Early Years Foundation Stage (EYFS) framework, and requirements as laid down by the Government DCSF and regulated by OFSTED.

To be flexible and supportive to the nursery team, working in all areas of the nursery as required.

**Specific Duties:**

Learning to meet the needs of individual children

Learning to support qualified staff with daily tasks

Taking part in the planning of activities for children

Studying towards a Level 2 apprenticeship in Childcare and gaining the knowledge skills and behaviours to be successful

Adhering to all health and safety and safeguarding processes and procedures

To assist in the daily domestic management of the nursery, including ensuring that the nursery is kept safe, secure and clean at all times. Be prepared to help where needed in preparation of snack meals, cleaning of equipment, doing laundry etc.

To work in partnership with fellow colleagues to create an effective nursery team and be fully involved in all activities associated with the nursery.

Assist in preparation, care, cleanliness and maintenance of the playrooms and equipment. To clear up after activities ensuring equipment is stored properly.

To assist with the planning of the curriculum using the Early Years Foundation Stage (EYFS) for guidance.



- Specific Duties Cont:**
- To liaise closely and build effective relationships with parents/carers
  - To ensure each child's needs are recognised and met.
  - To work in partnership with parents/carers and other family members.
  - To advise the Manager or Supervisor of any concerns e.g. health and well-being of children, parents or the safety of equipment, preserving confidentiality as necessary. Providing comfort and warmth to a poorly child, ensuring that the management are aware of the child's progress.
  - To take action to support the setting to achieve and maintain a minimum good Ofsted rating at the next inspection.
  - To teach children, offering an appropriate level of support and stimulating play experiences.
  - To ensure that children are kept safe and that you understand when to follow child protection procedures.
  - To support meal times within the setting.
  - To actively participate at team meetings, supervision meetings and appraisal meetings.
  - To attend training courses as required and to take responsibility for personal development.
  - To keep completely confidential any information regarding the children, their families or other staff, which is acquired as part of the job.
  - To ensure that adequate records are kept and updated regularly.
  - To promote the setting to current parents and potential customers.
  - To assist in the provision of a high quality environment to meet the needs of individual children from differing cultures and religious backgrounds, and their respective stages of development. Teaching the children to respect and look after their environment.
  - To positively communicate within the whole team; whilst any concerns, queries or problems should be immediately reported to the manager or deputy-manager.
  - All staff are expected to provide positive role-modelling for both the children and other adults.
  - All areas within the nursery rooms, (both indoor and outdoor) reception and communal areas, cloakrooms and storage areas must be fully accessible to all children, maintained safely, and stimulating for children, parents and carers.



**Specific Duties Cont:**

To understand and respect the need for consistency of care for the children – report for duty on time, maintain regular attendance, give appropriate notice of holiday requests and report nonattendance through sickness promptly and appropriately.

To form professional working relationships with all parents, to support them and provide continuity to ensure their child reaches their full potential in your care.

To be involved in developing and delivering an interesting and stimulating environment for the children to develop all their skills as well as provide at all times a warm and caring environment.

To develop knowledge about the 'Characteristics of Learning' and how children learn in different ways.

To be able to carry out observations, planning and assessment whilst ensuring children have opportunity to access suitable activities and play opportunities both indoors and outdoors to ensure children develop to their full potential.

To ensure some awareness of each child's personal and educational needs, which should be met at all times. This will include completing written observations, and planning.

To attend regular staff meetings, professional development training, self-evaluation and action planning and any other events as requested by the manager.

Documentation such as medicine, accident and incident forms must be completed accurately and immediately ensuring all such documentation is signed by a parent / carer on the same day.

To work under supervision to maintain records and documentation that complies with statutory requirements.

To provide support for any children with special needs and to liaise with senior members of staff to promote their welfare and development.

To carry out any other reasonable additional duties as requested by your supervisor and/or Nursery Manager from time to time.

A change of indoor shoes, slippers or socks to be worn. No boots or heavy shoes to be worn inside the nursery.

To ensure appropriate uniform (supplied) is worn with black trousers no jeans. Shorts (black) may be worn in the summer, minimum length, mid thigh. Uniform must be worn at all times whilst on duty.



**General Requirements:** As a member of staff the post-holder will be required to further the agreed aims of the College by participating fully in the following:

The first six months of your employment will be a probationary period, during which your suitability for the position to which you have been appointed will be assessed

To participate in the scheme for appraisal and review of performance adopted by the College.

The provision of a high quality environment for student learning and associated activities.

Student Welfare and Support Services.

To be responsible for promoting equality and diversity in line with College procedures.

The development of a flexible and responsive institution.

To act responsibly in using resources including contributing and complying with efforts and initiatives to reduce carbon emissions.

To maintain the highest standards of professional behaviour at all times (including compliance with the staff Code of Conduct), with a positive and student focused approach.

College Promotional and Marketing Activities.

The safe and appropriate use of College equipment, premises and property.

Health and Safety Procedures as laid out in the College Health and Safety Policy.

Staff Development Activities.

General College Developments.

All members of staff must be prepared for changes in their responsibilities and work.

The postholder will also be required to undertake such other tasks as the Principal from time to time may determine.

All members of staff are required as part of their duties to accept responsibility for safeguarding, Prevent and promoting the welfare of children and vulnerable adults.

**I have read and understood what is expected of me in my role as Apprentice Early Year Practitioner at Truro College Day Nursery**

Name:

Signature:

Date:

PERSON SPECIFICATION

**APPRENTICE EARLY YEARS PRACTITIONER**

Ideally, the person appointed will have the following skills and experience:

| Essential  | Desirable   |
|--|---|
| A GENUINE interest in Childcare and working with young children as a career and willingness to work towards a Level 2 Apprenticeship Qualification |   |
| Have an ability to communicate effectively with children, parents and other staff members.   | Experience with working in a childcare setting.                             |
| Friendly   |   |
| Hardworking  |   |
| To be reliable, responsible and trustworthy.   | Being able to reflect on your own practice and set actions for improvement. |
| To be able to work as part of a team   | First Aid certificate.  |
| Basic IT skills.   | Food Hygiene certificate.   |
| Caring, good use of own initiative   |   |
| Focussed and committed   | Knowledge of Safeguarding & EYFS.   |
| To have a good standard of literacy to be able to write observations and plan next steps suitable for the individual child.                        | Knowledge of how to support children with special educational needs.        |
| Creative   |   |
| GCSE – English and Maths (Grade C or above)  |   |
| Effective interpersonal skills, enabling positive communication with other members or staff, children, parents and visitors.                       |   |
| The ability to act flexibly adapting to changes within the setting, children and nursery.  |   |

The College is registered with the Disclosure and Barring Service and the successful applicant will be required to apply for a Disclosure at the enhanced level. If you apply for a job with vulnerable people when you know you are on a barred list you could be fined or face a prison sentence.

Truro and Penwith College is committed to ensuring a culture of valuing diversity and ensuring equality of opportunities.