

JOB DESCRIPTION

Job Title:	Level 3 Apprentice - Early Years	Job Ref:	
Job Family:	Education and Skills, Children's Services		
Location:	Somerford, Christchurch	Grade:	Apprentice rate of £9.78 per hour
Reports to:	Nursery Manager		

Main job purpose

To be a dedicated and compassionate Childcare Practitioner to provide high-quality care and educational experiences to young children, fostering a positive team environment, promoting a culture of continuous improvement.

Main job role

To assist in creating a safe and stimulating environment to support the care and learning and development of children.

Main responsibilities and duties

1. Commit to attend all necessary training as required to fulfil the apprenticeship and successful completion of the course.
2. To study and understand the Early Years Foundation Stage (EYFS) curriculum and Development Matters stages of development for children to support successful completion of the apprenticeship and provide the best outcomes for children in the nursery.
3. To complete Foundation level safeguarding training to promote understanding of the importance and responsibility of safeguarding children.
4. Be prepared to listen, watch, and learn from the qualified staff in the setting to support successful completion of the apprenticeship.
5. Carry out planned activities as part of the apprenticeship course, under the direct guidance, direction, and supervision of senior leaders.
6. Be a member of the team providing high-quality day-care provision and attend meetings as appropriate.
7. Shadow other staff members when they engage and support parents and/or carers in guiding their child's development at home.
8. Learn how to, and then keep, records as directed by senior leaders.
9. Assist in contributing to the planning and delivery of the Early Years Foundation Stage (EYFS) if appropriate, which leads towards the meeting of agreed objectives and targets (for staff, children and setting).

10. Clean and tidy the Nursery facilities and equipment to ensure a high standard of cleanliness and hygiene.
11. When required prepare, serve, and supervise children's meals and refreshments as part of a defined schedule and menu.
12. Ensure room and equipment is kept in good working order and that room checks are in line with Health and Safety requirements and Nursery policies and procedures.
13. Be committed to the principles of equality of opportunity for all (Equality Act 2010)
14. Read, discuss, understand, and implement all the nursery policies and procedures.
15. Maintain confidentiality

Supervision & management

14. There will be supervision available from senior staff on a daily basis and regularly within the day.
15. Additionally, there will be regular formal supervision and mentoring to support the successful completion of the apprenticeship.
16. There will be support and mentoring available from the Early Years Team to support the successful completion of the apprenticeship.

Resources

17. You will be supported in learning how to plan and carry out activities with children and how to use the setting resources to support their learning and development.

Working Environment

18. You will be working in both indoor and outdoor learning environments.

Contacts & relationships

19. You will have supervised contact with children throughout your apprenticeship.
20. You will have contact with staff, parents, and carers and BCP Early Years Team Officers and leaders within the setting.

Work Demands

21. Most of the working day is spent standing, with periods of crouching / bending to engage children in activities.
22. There may be occasional need to physically lift children and provide intimate care eg changing nappies and potty training. This will be supervised whilst you are an apprentice.

Progression in Post (if applicable)

23. If available, progression to a permanent full time on successful completion of the apprenticeship and probation.

Job description prepared by: Jackie Real

Designation: Early Years Workforce Development Lead

Date: April 2024