



Coventry City Council

## Job Description

<b>Post:</b>	Early Years Apprentice	<b>Job Number:</b>	
<b>Service:</b>		<b>Post Number:</b>	
<b>Location:</b>	Grangehurst Primary School	<b>Grade:</b>	Apprentice

### Job Purpose:

To assist and support the Early Years teachers and support staff in the day to day organisation of the Early Years setting and to contribute to providing a safe, caring and stimulating environment for the children.

**Main Duties and Responsibilities:** Under the direction and control of the Early Years Leader or designated supervisor:

1. Assist in the delivery of creative and appropriate play opportunities in a safe, caring and stimulating environment.
2. Undertake those activities necessary to meet the physical and emotional needs of individuals and groups of children, including those children with special educational, physical or emotional needs.
3. Monitor individual children's progress, achievements, problems and conditions, reporting to the responsible teacher as appropriate.

### **Job responsibilities and tasks may include some of the following:**

1. Assist the teacher/ Early Years leader with learning activities in the setting, preparing or modifying work for an individual or group of pupils as directed.
2. Undertake supervision and discipline of children and provide support within the procedures of the school, reporting any difficulties as appropriate.
3. Promote children's independence in learning, social and mobility skills, reinforcing the children's self-esteem through praise and encouragement.
4. Prepare and maintain equipment and teaching resources for activities/lessons when required.
5. Ensure that children are able to safely use equipment and materials provided.
6. Prepare and/or clear the setting as directed.
7. Provide support to the Early Years Lead and/or classroom teacher by undertaking photocopying, filing and recording.
8. Be aware of and comply with policies and procedures relating to child protection, health and safety and security, confidentiality and data protection, reporting all concerns to an appropriate person.
9. Support and contribute to the overall ethos/work/aims of the school.
10. Assist with group activities within and away from the setting such as Forest School and educational visits.
11. Assist with the implementation of programmes designed by other professionals such as educational psychologists and speech and language therapists.
12. Assist the Early Years Lead and/or classroom teacher in liaising with other professional staff and reporting information from/to parents/carers, contribute to meetings to discuss a specific child's progress as appropriate.
13. Attend professional development activities as required.
14. Any other duties and responsibilities within the range of the salary grade.

## Data Protection

We will use the information you provide to meet our contractual, legal, and management obligations.

As part of this we will share your personal information with internal service areas and external organisations who provide services on our behalf.

More information on how we handle personal information and your rights under the data protection Law can be found in our Privacy Notice which is available on our website.

We will keep all information you provide confidential and treat it in accordance with the requirements of Data Protection Law.

Post holder will be expected to comply with the school's acceptable use of ICT policy.

The post holder must comply with Coventry City Council's health and safety policy and in particular is required:

- To take reasonable care for their own health and safety at work and of those who may be affected by their actions or by their omissions
- To cooperate with their line manager and senior management, to work safely, to comply with health and safety instructions and information and undertake appropriate health and safety training as required
- Not to intentionally or recklessly interfere with or misuse anything provided in the interests of health, safety and welfare
- To report to their manager any health and safety concerns, hazardous condition or defect in the health and safety arrangements.

## All employees

### **Any further Health and Safety responsibilities relevant to this post will be set out in the offer letter and Written Statement of Particulars**

The post holder must comply with the Interagency procedures of the Safeguarding Boards and Coventry City Council's policies for safeguarding children and safeguarding adults and in particular is required:

- To ensure they are aware of the signs that may suggest a child or vulnerable adult is being abused or neglected
- To report to their manager, or other appropriate manager, any concerns they may have that suggest that a child or vulnerable adult may be being abused or neglected immediately

### **Any further Safeguarding Board responsibilities relevant to this post will be set out in the offer letter and Written Statement of Particulars**

Post holders will be accountable for carrying out all duties and responsibilities with due regard to the City Council's Workforce Diversity and Inclusion Policy.

Duties which include processing of any personal data must be undertaken within the corporate data protection guidelines.

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**Responsible for:** N/A

**Responsible to:** Early Years Leader

**Date Reviewed:** December 2022

**Updated:** December 2022



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## Person Specification

<b>Post:</b>	Early Years Apprentice	<b>Job Number:</b>	
<b>Service:</b>		<b>Post Number:</b>	
<b>Location:</b>	Grangehurst Primary School	<b>Grade:</b>	Apprentice

Area	Description
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<b>Knowledge:</b>	<ul style="list-style-type: none"><li>• An interest working within a nursery/primary school</li><li>• Capable of working with children with a variety of abilities and backgrounds, or of a relevant age</li><li>• Basic knowledge of equal opportunities in the workplace</li></ul>
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<b>Skills and Abilities:</b>	<ul style="list-style-type: none"><li>• Able to demonstrate a good standard of written and spoken English and numeracy skills</li><li>• To be able to work constructively as part of a team and be able to relate well to children and adults.</li><li>• To be able to use basic ICT technology</li><li>• Motivated and committed to support children</li><li>• Ability to self-evaluate learning needs</li><li>• Ability to maintain and understand the importance of confidentiality</li><li>• Have a flexible approach and willingness to offer help</li><li>• To be able to work constructively as part of a team and be able to relate well to children and adults.</li></ul>
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<b>Experience:</b>	<ul style="list-style-type: none"><li>• No previous experience required</li></ul>
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<b>Educational:</b>	<ul style="list-style-type: none"><li>• Ability to complete the Early Years Educator (Level 3) apprenticeship Standard</li><li>• Maths and English GCSE 4/C or above (Or equivalent) or ability to complete Maths and English Functional Skills level 2 as part of the apprenticeship</li></ul>
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<b>Special Requirements:</b>	<ul style="list-style-type: none"><li>• Must not have already completed the Level 3 Early Years Educator Apprenticeship Standard</li><li>• This post is exempt from the provisions of the Rehabilitation of Offenders Act 1974. A Criminal Record Disclosure will be required prior to appointment</li></ul>
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**Date Reviewed:** December 2022