



Coventry City Council

## Job Description

<b>Job Title:</b>	Early Years Apprentice	<b>Job Number:</b>	
<b>Directorate:</b>	Education	<b>Post Number:</b>	
<b>Service:</b>	Schools	<b>Grade:</b>	Apprentice
<b>Location:</b>	Moseley Primary School		

### Job Purpose:

- An apprenticeship is a training role within a designated area where the apprentice will work alongside colleagues to undertake a range of supervised duties (direct and indirect supervision).
- To support the classroom teacher with their responsibility for the development and education process by providing care and supervision to children including those who have special physical, emotional and educational needs.

### Duties and Responsibilities

Under the direction and control of the classroom teacher or designated supervisor:

1. Help to supervise and support the teaching activities of individuals or groups of children to ensure their safety and facilitate in their physical and emotional development.
2. Begin to undertake activities necessary to meet the physical and emotional needs of individuals and groups of children, including those pupils with special educational, physical or emotional needs.
3. Help to monitor individual pupil's progress, achievements, problems and condition, reporting to the responsible teacher as appropriate.

### *Job Responsibilities and Tasks May Include Some of the Following:*

1. Begin to assist the teacher with learning activities in the classroom, preparing or modifying work for an individual or group of pupils as directed.
2. Begin to undertake supervision and discipline of pupils and provide support within the procedures of the school, reporting any difficulties as appropriate.
3. Help to promote pupil independence in learning, social and mobility skills, reinforcing the pupil's self-esteem through praise and encouragement.
4. Ensure that pupils are able to safely use equipment and materials provided.
5. Begin to contribute to meetings to discuss a specific child's progress as appropriate.

6. Help to prepare and/or clear classroom as directed before and after lessons, including the preparation of visual aids, and the display and presentation of pupils' work.
7. Help to provide support to the classroom teacher by undertaking photocopying, filing and recording.
8. Assist at an appropriate level and within the school's protocols, with the provision of general care and welfare of pupils which may include:
  - Helping to assist with the personal hygiene routines, e.g. toilet training, changing of incontinent children, dressing and undressing;
  - The changing of soiled clothing and its disposal in an appropriate way;
  - Offer comfort to a sick child.
9. 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.
10. Support and contribute to the overall ethos/work/aims of the school.
11. Help to assist with group activities within and away from the classroom/school, such as P.E. and educational visits.
12. Attend professional development activities as required.

*All duties and responsibilities must be carried out with due regard to the City Council's Health and Safety Policy.*

*Post holders will be accountable for carrying out all duties and responsibilities with due regard to the City Council's Equal Opportunities Policy.*

*Duties include processing of any personal data, must be undertaken within the corporate Data Protection Guidelines (Data Protection Act 1998).*

Any other duties and responsibilities within the range of the salary grade.

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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.

**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 Equal Opportunities Policy.

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

**Responsible for:** N/A

**Responsible to:** Assistant Headteacher

**Date Reviewed:** October 2021



## Person Specification

<b>Job Title:</b>	Early Years Apprentice	<b>Job Number:</b>	
<b>Directorate:</b>	People	<b>Post Number:</b>	
<b>Service:</b>	Services for Schools	<b>Grade:</b>	Apprentice
<b>Location:</b>	Moseley Primary School		
	<b>Job Requirements</b>		
<b>Knowledge:</b>	<ul style="list-style-type: none"><li>• Basic awareness of children with a range of special needs, including learning and physical difficulties, and for whom English is a second language.</li><li>• Basic awareness of equal opportunity issues and of what this involves.</li></ul>		
<b>Skills and Abilities:</b>	<ul style="list-style-type: none"><li>• Good communication skills with children, parents and staff.</li><li>• Ability to explain tasks simply and clearly and to follow instructions.</li><li>• Able to work under guidance from the Early Years workers in Dynamos, in group or one-to-one activities.</li><li>• Able to utilise skills to sustain children's interest in pre-planned group work and play activities.</li><li>• Basic Numeracy and literacy skills.</li><li>• Able to effectively assist in situations, when children become ill, in a caring manner.</li><li>• Able to undertake duties with regard to health and safety issues</li><li>• Able to assist in record keeping by being involved in the observation and assessment of children.</li><li>• Willing to undertake tasks such as toilet accidents, clearing away materials.</li><li>• Willing to take part in appropriate development activities.</li><li>• Able/willing to undertake a pattern of hours as determined by the school.</li></ul>		
<b>Educational:</b>	<ul style="list-style-type: none"><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><li>• To be able to achieve the Level 2 Early Years Practitioner Apprenticeship Standard.</li></ul>		
<b>Special Requirements:</b>	<ul style="list-style-type: none"><li>• Must not have already completed an Intermediate or Advanced Apprenticeship in Early Years Education</li><li>• This post is exempted under the Rehabilitation of Offenders Act 1974 and as such appointment to this post will be conditional upon the receipt of a satisfactory response to a check of police records via Disclosure and Barring Service (DBS).</li></ul>		

**Date Reviewed:** October 2021