



Job Title: Apprentice Early Years Educator

Location: Stoke Heath Primary School - 37 hours per week

Job Purpose:

To support the classroom teacher with their responsibility for the development and education process by providing care and supervision to children in our early years provision.

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

1. 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. Undertake those 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. 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. Assist the teacher with learning activities in the classroom, preparing or modifying work for an individual or group of pupils as directed.
2. Undertake supervision and discipline of pupils and provide support within the procedures of the school, reporting any difficulties as appropriate.
3. Promote pupil independence in learning, social and mobility skills, reinforcing the pupil's self-esteem through praise and encouragement.
4. Prepare and maintain equipment and teaching resources for lessons and activities when required.
5. Ensure that pupils are able to safely use equipment and materials provided.
6. Attend and participate in relevant meetings as required.
7. 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.
8. Provide support to the classroom teacher by undertaking photocopying, filing and recording.

9. Assist at an appropriate level and within the school's protocols, with the provision of general care and welfare of pupils.
10. 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.
11. Support and contribute to the overall ethos/work/aims of the school.
12. Assist with group activities within and away from the classroom/school, such as P.E. and educational visits.
13. Assist with the implementation of programmes designed by other professionals such as educational psychologists and speech and language therapists.
14. Assist the 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.
15. Attend professional development activities as required.
16. Any other duties and responsibilities within the range of the salary grade.

This School is committed to safeguarding and promoting the welfare of children and young people/vulnerable adults and expect all staff and volunteers to share this commitment.

All posts within this School are exempted under the Rehabilitation of Offenders Act 1974 and, as such, appointments to these posts will be conditional upon receipt of a satisfactory response to a check of police records via The Criminal Records Bureau.

All duties and responsibilities must be carried out with due regard to the City Council's Health & 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 which include the processing of any personal data must be undertaken within the corporate data protection guidelines (Data Protection Act 1998).

Post holder will be expected to comply with the School's Acceptable Use of ICT Policy.



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Area	Description
Knowledge:	<ul style="list-style-type: none"> Ability to acquire knowledge, understanding of Early Years Child Care Policies, Procedures and Legislation including the Code of Practice of SEN.
	<ul style="list-style-type: none"> Capable of working with children with a variety of abilities and backgrounds, or of a relevant age.
Skills and Abilities:	<ul style="list-style-type: none"> To be able to work constructively as part of a team and be able to relate well to children and adults.
	<ul style="list-style-type: none"> To be able to use basic ICT technology and other equipment- video, photocopier.
	<ul style="list-style-type: none"> Motivated and committed to supporting children.
	<ul style="list-style-type: none"> Ability to self-evaluate learning needs
Other:	<ul style="list-style-type: none"> Good time keeping
	<ul style="list-style-type: none"> Be committed to attend relevant training courses.
Educational:	<ul style="list-style-type: none"> 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
	<ul style="list-style-type: none"> To be able to achieve the Level 3 Early Years Educator Apprenticeship Standard.
	<ul style="list-style-type: none"> Good oral skills to be able to communicate at all levels.
Special Requirements:	<ul style="list-style-type: none"> Must not have already completed the Level 3 Early Years Educator Apprenticeship Standard. 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).

Responsible for: N/A

Responsible to: Assistant Headteacher