

The Education People

Job Description: Apprentice Early Years

Practitioner

Service	Early Years & Childcare
Grade	Apprentice Level 2
Reporting to	Nursery Manager

Job Purpose:

This is a **level 2** apprenticeship in the Smarties Day Nursery within the Kent Early Years and Childcare Service which is part of The Education People

- Establish warm, respectful trusting supportive relationships with children across all age groups. Gain knowledge and understanding of individual children's needs their family backgrounds and cultures.
- Provide inclusive play and learning opportunities for all children attending the setting with an emphasis on the characteristics of effective teaching and learning.

Please note: This job description is provided to assist the job holder to know what his/her main duties are. It may be amended from time to time without change to the level of responsibility appropriate to the grade of post.

Annex A: Main duties and responsibilities:

- Contribute to the quality care, teaching and learning, to support the implementation of the Early Years Foundation Stage to the highest possible standards.
- Contribute to children's observations of learning, planning and assessment and maintain children's' learning records.
- Understand and begin to develop effective working relationships with all parents, families and practitioners within the setting and contribute to a culture of self-evaluation.
- Be fully aware of the relevant nursery's policies and procedures and ensure they are reflected in practice.
- Play an active role in supporting children's health and well-being to foster a culture of risk taking in a safe and secure environment.
- Contribute to the 'life' of the nursery and participate in wider activities, such as open days and parents' meetings

Additional Information:

Safeguarding requirement:

The Education People is committed to safeguarding and promoting the welfare of children and young people. It is a requirement of all staff that they share this commitment and follow the prescribed policy and procedure to continuously promote a culture of safeguarding across the whole organisation.

Annex B: Person Specification

The following outlines the essential and desirable criteria for this post. Applicants who have a disability and who meet the minimum criteria will be shortlisted. Applicants should describe in their application how they meet these criteria.

Qualifications	<ul style="list-style-type: none"> • Safeguarding/ Child Protection training • Paediatric First Aid • Numeracy and literacy functional skills level 1 or equivalent, with a commitment to obtain numeracy and literacy functional skills level 2 or equivalent
	Minimum
Experience	<ul style="list-style-type: none"> • Some experience of working with young children
Skills and Abilities	<ul style="list-style-type: none"> • Good communication skills (both written and oral), and the ability to communicate key messages to effect. • Be motivating, approachable and flexible • Commitment to professional development • Ability to work under direction of senior staff and as part of a team • Good organisational skills
Knowledge	<ul style="list-style-type: none"> • A commitment to gain knowledge of, promote and support equality and anti-discriminatory practice. • Knowledge of Equalities Legislation. • Be able to demonstrate knowledge and understanding of safeguarding.
TEP Values	<ul style="list-style-type: none"> • People First • Spirit of Innovation • Integrity • Moral Purpose • Excellence • Stronger Together

Annex C: Company Values and Expectations

At the Education People we are guided by our shared values:

- **Moral Purpose:** We are driven by our shared moral purpose to do all that we can, both directly and indirectly, to improve educational outcomes and life chances.
- **People First:** We are committed to always putting people first: our staff, clients and partners, and above all, the people we serve.
- **Stronger Together:** We believe in the power of partnership and collaboration, understanding that the very best outcomes are delivered only when we embrace challenge and work together – with each other, our clients and partners.
- **Excellence:** We strive to excel in the delivery of high- quality services that produce lasting outcomes: balancing pace, precision, practicality and cost.
- **Spirit of Innovation:** We have a restless curiosity; we embrace every opportunity to learn, to challenge the status quo, and to seek to set new standards for outcomes and delivery.
- **Integrity:** We expect the highest standards of professionalism and integrity of ourselves and others, acting at all times within the ethical framework of our values.