

# **The Education People**

## **Job Description: Apprentice Early Years**

<b>Job title</b>	<b>Apprentice Early Years</b>
<b>Service</b>	<b>Early Years &amp; Childcare</b>
<b>Reporting to</b>	<b>Nursery Manager</b>

### **Job purpose:**

This is a **level 2** apprenticeship in the Smarties/Meadows/ Oaks 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.

### **Main accountabilities:**

- 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 and 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.

### **Apprentice Early Years Educator - 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.

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

## 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.