

Children & Family Services

Early Years Apprentice Job Description

Job Title:	Early Years Apprentice
Responsible to:	Room Leader and Manager - Windmill Hill City Farm Children & Family Services
Pay:	This post is a training position. The post receives a small additional payment of £3.30 hour, increasing in the second year and in relation to age.
Grade:	A

Main purpose of the Job:

- To work as part of the Children & Family Services team providing a safe, caring, stimulating and fun environment appropriate to the needs of individual children and families.
- To be a passionate and committed individual who can engage with children at all levels.
- To work as a member of the staff team to ensure that all children and their families receive a consistent service to the highest possible standard.
- To train and learn in a supportive and caring environment.

Responsibilities and Duties:

Children

1. Develop respectful and warm relationships with all the children by taking part in activities with them appropriate to their age and developmental needs and promote and value children's experience within an anti-discriminatory framework.
2. To be a key person to a group of children.
3. Assume responsibility for all children in your care ensuring high standards of care by being a positive role model, encouraging personal hygiene with the children and being observant of their general health and welfare.
4. Carry out activities, observations, reports, planning and other records as appropriate in line with the current Early Years Foundation Stage curriculum.
5. Be aware of and implement all Children & Family Services and Farm policies and procedures in particular the Health and Safety, Equality, Inclusion and Diversity and Safeguarding policy and procedures.
6. To train and learn in a supportive and caring environment with the support of your learning provider and your colleagues in the workplace.

Parents

1. Ensure good communication by taking and passing on messages, answering the door/telephone, explaining policies and practices and keeping parents and carers fully informed about their child as appropriate.
2. To work in partnership with all families in the setting.

General

1. To work as a member of the team and on own initiative and support staff in ensuring day to day duties such as the register, diary, accident book and other records are accurately maintained.
2. To attend staff meetings and other meetings as advised.
3. Undertake training and regular supervision/appraisals as part of your personal and professional development.
3. Undertake any other duties commensurate with the post.

Please note: this post is a fixed term contract for a period of two years from the date of commencement.

Person Specification

Please note that the criteria listed below will be used during the short listing process. Only candidates who meet the essential criteria will be selected for interview.

ESSENTIAL (Must have)	DESIRABLE (Should have)
<p>Knowledge & Experience</p> <p>English GCSE grade C or above</p> <p>Maths GCSE grade C or above</p> <p>Up to date knowledge on childcare and development.</p> <p>To have some experience of working with children.</p> <p>The ability to communicate effectively and appropriately with children, parents/carers and colleagues.</p> <p>To have some knowledge of the Early Years Foundation Stage curriculum.</p> <p>Ability to maintain accurate records as appropriate e.g. learning diaries.</p> <p>An awareness of safeguarding / child protection procedures.</p> <p>Awareness of health and safety issues in a childcare setting.</p> <p>To have a commitment to personal and professional development and training and to undertake these training opportunities in a professional manner.</p> <p>Knowledge of and a commitment to working in accordance to equal opportunities.</p> <p>The ability to work as part of a team.</p> <p>The ability to be self motivated and to work on your own initiative.</p> <p>The ability to support colleagues in maintaining high quality standards.</p> <p>To have a mature and a professional attitude and have the ability to work in</p>	<p>Knowledge & Experience</p> <p>To have completed the NVQ level 2 or equivalent.</p> <p>Experience of working with children with additional needs.</p> <p>Awareness of current childcare legislation.</p> <p>Food Hygiene Certificate.</p> <p>Paediatric First Aid Certificate.</p> <p>An interest in working at Windmill Hill City Farm.</p>

line with professional expectations.

Good organisational skills.