**Milton Court Primary Academy**

**Job Description: Apprentice Early Years Practitioner**

Reports to: Nursery Lead / EYFS Leader

Main responsibilities:

* To deliver a high standard of learning, development and care for children aged 2-5 years.
* To ensure that the preschool nursery is a safe environment for children, staff and others.
* To developing partnerships with parents/carers to increase involvement in their child’s development.
* To be responsible for any tasks delegated by the Early Years Educator / Early Years Leader
* To complete all academic aspects of the apprenticeship

Main activities:

* To provide a safe, caring, stimulating educational environment, both indoors and outdoors, at all times.
* To deliver an appropriate play based Early Years Foundation Stage (EYFS) curriculum that enables children to make individual progress.
* To help ensure the nursery meets Ofsted requirements at all times.
* To understand and work to school policies and procedures, including how to deal with child protection issues appropriately and how to respond to incidents, accidents, complaints and emergencies
* To plan activities which ensure each child is working towards the early learning outcomes.
* To be a key person
* To ensure records are properly maintained, e.g. daily attendance register, accident and incident book, risk assessments
* To work in partnership with senior management to update and review the self-evaluation and improvement plan
* To undertake any other reasonable duties as directed, in accordance with the preschool aims and objectives

|  |  |  |
| --- | --- | --- |
| **Factors** | **Essential criteria** | **Desirable criteria** |
| **Education and Qualifications** | To be qualified to start a level 2 or 3 qualification in Children and Young Peoples Workforce or equivalent  To hold or be able to achieve English and mathematics GCSEs at level C or above (or equivalent) | Food Hygiene Certificate  Paediatric First Aid |
| **Experience / Knowledge** | Working knowledge of the Early Years Foundation Stage and current Ofsted statutory guidance.  Knowledge of implementing good quality learning opportunities. | Recent experience working in a Preschool / Nursery setting |
| **Skills & Attributes** | Empathy and understanding of children under five.  Excellent verbal and communication skills with children and parents.  Ability to write reports and keep clear and accurate records.  Excellent organisational skills.  Administrative and basic IT skills.  Calm and caring nature.  Ability to work as part of a team.  Able to work on own initiative. |  |
| **Personal Qualities** | Reliable, enthusiastic, and flexible.  A commitment to quality in all areas, with a high level of motivation and enthusiasm.  Able to perform under stress.  A creative thinker.  A good sense of humour. |  |

**Person Specification**