



by Action for Children

## Early Years Apprenticeship Job Description

### Role Purpose

**Our vision is that every child and young person in the country has a safe and happy childhood. To help us achieve this, the role will:**

Work as part of a team to create an environment in which children's individual needs are met and high standards of care are provided, which meet the requirements set out in the Early Years Foundation Stage.

**In this role, you'll be responsible and accountable for:**

1. Provide learning programmes for individual or groups of children appropriate to their needs and developmental stages in accordance with Early Years legislation and guidance.
2. Supervise dedicated areas/rooms within the setting on specific working patterns through planning, managing ratio of children, provision of a stimulating and appropriate range of activities and ensuring health and care needs are met.
3. Communicate with parents/carers, resulting in the appropriate sharing of information and consultation with regards to the needs and developmental progress of the children.
4. Work as part of the team to ensure the provision of a high-quality environment to meet the needs of individual children, encouraging positive self-image in children and their family regardless of cultural heritage, race, religious beliefs, disability or gender.
5. Follow the guidance of health and safety requirements in the setting adhering to legislative and organisational guidance.
6. Promote the setting with parents/community.
7. Be aware and demonstrate a clear understanding of own role and areas of responsibility.
8. Understand and comply with all nursery policies and procedures, and relevant legislative requirements, informing management immediately of any instances of non-compliance or variations in practices.
9. Ensure resources are used appropriately, equipment cleaned and stored safely.

### To do this, you will have:

#### Qualifications and training

1. To be qualified to start a level 2 or 3 qualification in Children and Young Peoples Workforce or equivalent.
2. To hold or be able to achieve English and mathematics GCSEs at level C or above.

The responsibilities, accountabilities and reporting structure for this role will be reviewed periodically and updated, if required.

Last Reviewed: 18/12/2023 Version: V1

3. Enhanced DBS.
4. Paediatric first aid and food hygiene certificates or ability to achieve.

### **Skills, knowledge and experience**

1. Worked within or involvement working with children an early years child care setting or a setting working with children aged 0 to 5 years (desired).
2. Planning, observation and reflection of children and their learning (desired).
3. Confident using digital systems to record and plan, observe and communicate with others.
4. Be an effective communicator and listener across multiple age groups.
5. Efficient, expressive and creative.
6. Empathy and understanding of children under five.
7. Ability to write reports and keep clear and accurate records.
8. Calm and caring nature.
9. Ability to work as part of a team.
10. Able to work on own initiative.
11. A current knowledge of children's emotional, physical, psychological and educational developmental needs from 0 to 5 years.
12. Working knowledge of particular requirements of children with special needs in terms of support, development and care.
13. Awareness and understanding of child protection and safeguarding issues for children aged 0 to 5 years.
14. Health and Safety expectations and basic food hygiene regulations

### **Don't meet every single requirement?**

If you're excited about this role but your experience doesn't align perfectly with the job description, we'd love you to apply anyway. You might just be the perfect person for this role, or another role within the Action for Children family.

## **To do this, you will work with:**

### **Internal Contacts:**

Nursery Manager  
Deputy Manager  
Senior Nursery Practitioner  
Nursery Practitioner  
SENCO

### **Key External Contacts:**

Parents  
Early Years Advisor/Local Authority

## **What else?**

Everyone at Action for Children must promote equality, value diversity and work inclusively to ensure everyone feels welcomed and valued.

If you're appointed, you'll need to have a disclosure check.

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**For completion by the Reward Team:**

Operational Job Title: Apprentice

Generic Job Title: Apprentice

Reports to: Nursery Manager

Panel approval: Reward Team

Job Family: Business Support

Panel date:

Grade: 6

Payscale Ref: DEV08

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