# Job Description

**Post:**  **Early Years Apprentice**

**Responsible to: Nursery Manager**

**Core Purpose**

1. To provide a high standard of physical, emotional, social and intellectual care for children place in the setting.
2. To give support to their staff within the setting.
3. To work as part of a team in order to provide an enabling environment in which all individual children can play, develop and learn.
4. To build and maintain strong partnership working with parents to enable children’s needs to be met.

**Responsibilities**

* To provide the highest standards of quality care and education in accordance with the EYFS
* To ensure that health and safety and security measures are constantly maintained
* To be aware of and act in accordance with current legislation, policy and procedures
* To develop a thorough knowledge of all the company’s policies and procedures – ensuring that they are always followed. Confidentiality outside of the nursery must be maintained
* To proactively plan prepare and contribute to a programme of activities suitable to the age range of children in your area in conjunction with other staff
* To keep a proper and accurate record of achievement on your key children in the progress folders for Newhall Primary Academy, parents and pre-school
* Under direction of the Manager, work alongside parents of special needs children to give full integration in the Nursery
* To assist in foreseeing the needs of Special Needs children and give physical, emotional, intellectual guidance as appropriate
* To support all staff and engage in good team practises ensuring that all communication is polite and courteous
* To work in close partnership and to develop and maintain good relationships with parents / carers and other family members and be available for meetings that may occasionally be outside of normal work hours
* To keep up to date with current issues that affect nurseries and to attend staff meetings and training as directed by your line manager
* To work alongside the Manager and staff team to ensure that the vision, philosophy and objectives behind Newhall Primary Academy are fulfilled
* To share relevant information and ensure that information passed between parents and staff is communicated to your line manager
* To maintain confidentiality about all issues related to children and their families; you’re own and other staff members issues and any other management or operational issues, this includes social media

**To develop your role within the team especially in your capacity as a key worker:**

* Plan learning activities for the key groups and include differentiation within the activities
* Keep children's progress folders up to date including photographs
* Complete observations and 4 monthly summaries on time

**Specific Child Care Tasks:**

* To be proactive in the preparation and completion of activities to suit the child's stage of development
* To ensure that mealtimes are a time of pleasant social sharing
* Washing and changing children as required
* Providing comfort and warmth to all children
* To interact and engage with the children in accordance with the children’s individual needs
* To ensure the provision of a high-quality environment to meet all aspects of the needs of individual children from differing cultures and religious backgrounds, and stages of development
* To be aware of the high profile of the nursery and to uphold its standards at all times
* To be an ambassador for Newhall Primary Academy, both within the nursery and in the wider community
* To ensure that clean and hygienic standards are maintained at all times. This includes daily cleaning rotas, nappy changing and other nursery/housekeeping duties

Daily you will be expected to engage with the children through play and activities to ensure that the children are fully engaged throughout the day. You will need to be flexible in the role and carry out all tasks and duties as requested while supporting the other staff within the setting, this can include domestic tasks such as preparing snacks and cleaning equipment. You will be expected to always maintain an excellent level of professionalism and provide a safe and enjoyable environment for the children.

You will need to be committed to your professional learning and development while completing your studies and apply the theoretical knowledge that you learn with your training provider to your practice in the setting.