**Rosegrove Nursery School**

**Job description**

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| **Post title:** **Level 3 Apprentice Early Years Educator** | | | | | |
| **Grade:** | Apprentice Salary | **Staff**  **responsibility:** | No | **Essential Car user:** | No |
| **Hours** | 30 hours a week. 8am – 2pm daily | **Contract length / type** | 24 months | **Rate of pay** | Apprentice pay range. |
| **About the Role**  There is an opportunity for a motivated and skilled individual to join our team at Rosegrove Nursery School. Our highly skilled, teacher led team has developed and embedded a school ethos and curriculum that supports the development and skills of each individual child so that they can achieve their very best. The team would like to share this knowledge with a committed Apprentice who understands and values our ‘Image of the Child’ which celebrates every child for the individual they are, supporting them to feel happy, safe and confident in all that they do. | | | | | |
| **In addition to the following duties, the postholder may be required to undertake any of the duties normally associated with a lower graded Teaching Assistant post**  **Accountabilities/Responsibilities – appropriate for this post:**  Under the guidance of teachers, the successful candidate will support the teaching and learning of pupils aged 2-4 years. Throughout their apprenticeship they will work in all of the spaces in the Nursery School, including an adapted provision for children with SEND and the Forest School Environment. This experience will support them to develop their understanding of child development, curriculum knowledge and assessments, so that they can support the learning of all children.  **Support for Pupils**  **Under the direction of the teacher:**   * Implement learning activities to support the children to develop in all areas of the EYFS * Support the children to develop their language and communication skills through developing your own knowledge of how children learn and implementing a variety of different approaches to support children’s skills to develop. * Work with the teacher to plan and develop appropriate teaching and learning opportunities. Support the assessment process and adaption of the curriculum to meet the needs of individual children. * Contribute to maintaining an outstanding learning environment where children are engaged and challenged by the continuous provision they access. * Support the delivery of intervention activities for children who need an adapted curriculum. * To be fully involved in supporting all aspects of the child’s personal, social and emotional development. * Contribute to the writing of children’s observations and learning stories, celebrating their individuality and achievements. * Develop positive relationships with families, staff and the wider school community. * Engage fully with college tutors so that you gain a compressive understanding of your role and child development, that is applied when working with the children. * Be fully aware of all safeguarding requirements and maintain a safe environment for children * Administer basic first aid when appropriately trained.   **Support for the Teacher**   * Assist in preparation of resources, tidying away and the maintenance of an outstanding learning environment. * Assist with the maintenance of classroom equipment ensuring it is kept in a clean and tidy condition. * Report pupils problems/achievements to the teacher as necessary. * Provide ideas, resources and learning strategies for children. * Support children on visits out of school. | | | | | |
| **Support for the School**   * Assist in providing an atmosphere in which effective learning can take place. * Attend staff training/meetings where appropriate. * Work within school policies and procedures. * Take care for their own and other people's health and safety. * Be aware of the confidential nature of issues related to home/pupil/teacher/school work. | | | | | |
| **Support for the Curriculum**   * To learn and understand the school curriculum. * To assist in the delivery of appropriate programmes of work. | | | | | |

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| **Prepared by:** | S Jones | **Date:** | 19.5.25 |

# Equal opportunities

We are committed to achieving equal opportunities in the way we deliver services to the community and in our employment arrangements. We expect all employees to understand and promote this policy in their work.

# Health and safety

All employees have a responsibility for their own health and safety and that of others when carrying out their duties and must help us to apply our general statement of health and safety policy.

# Safeguarding Commitment

This school is committed to safeguarding and protecting the welfare of children and young people and expects all staff and volunteers to share this commitment.

# Attendance

# Good attendance enhances the service delivered by schools, minimises staffing difficulties and ensures best value to the school. It is essential that applicants for positions in this school can evidence a previous satisfactory attendance record/commitment to sustaining regular attendance at work.

**Person Specification**

**Post Title - Level 3 Apprentice Early Years Educator**

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| **Requirements** | **Essential (E) or**  **Desirable (D)** | **To be identified by:**  **Application form (A), interview (I), reference (R)** |
| **Qualifications**    Committed to working towards completing the apprenticeship framework Early Years Educator Level 3 qualification  GCSE Maths and English Grade C /4 , if not achieved must be competed as part of the apprenticeship | E  E | A  A /  Reference (from school with predicted grades, if applicable) |
| **Experience**    Experience of working with or caring for children aged 2-4 either during a placement or when volunteering | E | A, I |
| **Knowledge/skills/abilities**    Ability to relate well to children | E | A, I |
| Ability to work as part of a team | E | A, I |
| Ability to organise classroom resources | E | A, I |
| Good communication skills (oral and written) | E | A, I |
| Knowledge of classroom roles and responsibilities  Knowledge of the concept of confidentiality  Basic knowledge of First Aid/Paediatric First Aid  Ability to use relevant technology  Flexible attitude to work | D  E  D  D  E | A, I  A, I  A, I  A, I  A, I |
| **Other**    Committed to completing the apprenticeship programme  Commitment to undertake in –service development Commitment to safeguarding and protecting the welfare of children and young people  Satisfactory attendance record/commitment to regular attendance at work | E  E  E  E | A, I, R  A  A, I    R |
| **Note: We will always consider your references before confirming a job offer in writing** | | |

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| **Date created:** 19.5.25 |