

Job Description and Person Specification

Job details

Job title: Apprentice Early Years Educator

Directorate Early Years. Early Help and Wellbeing

Reporting to: Senior Children's Centre Officer

Direct/indirect reports: N/A

Budget responsibility: N/A

Grade: Scale 2

Leadership level:

DBS requirement: Enhanced

Job description

Purpose of the apprenticeship:

- To learn and develop technical knowledge, practical experience and wider skills and behaviours through vocational study and on the job training.
- To be open to learning and new ways of working. To spend 6 hours of your working week completing a training programme, to develop your knowledge and achieve a recognised qualification.
- <https://www.instituteforapprenticeships.org/apprenticeship-standards/early-years-educator-v1-2>
- To become competent in the job role, at the level you are training for, by the end of the apprenticeship. To increase employability and career prospects.
- Duration of the apprenticeship is 21 months

Purpose of the Job:

- To complement the professional work of teachers by taking responsibility for agreed learning activities under an agreed system of supervision. Under the direction of the teacher, planning, preparing and delivering learning activities for individuals, groups or the whole class, monitoring and assessing pupils and recording and reporting their progress. Additionally, taking individual responsibility for keyworker role development or whole-school policy development in a specific area. Key consideration is knowing when to escalate matters.
 - To support the senior management team, taking a leading role in Centre improvement and managing a team of play workers and nursery officers in the breakfast, after school and holiday clubs.
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Main duties and responsibilities:

- Support for Children: Work under the guidance of the Senior and teacher and colleagues, in order to support and extend the children's learning.
- Assist in taking care of a small group of children for varying types of activity, under the direction of the teacher.
- Assist in accompanying children on outside activities (e.g. swimming, educational visits, etc.). Assist in encouraging children's development, independence, self-reliance, initiative and problem-solving skills.
- Assist in observing children's activities and contributing to their written records. Work in a non-discriminatory way, being aware of differences and ensuring all pupils have equal access to opportunities to learn, develop and reach their potential.
- Maintain respectful and genuine interaction with children using warm and responsive communication strategies, which are appropriate to children's needs. Be supportive and welcoming to parents, recognising the expert knowledge they have of their children and encourage and value their involvement.

Deliver outstanding service

- Assist in the preparation of the learning environment, the room arrangement and resources, valuing and displaying children's work.
- Support children who are identified as having Special Educational Needs (SEN) or English as an Additional Language (EAL), by organising the implementation of IEP's set by other professionals.
- Contribute your own thoughts and ideas to termly, weekly, daily plans and Individual Education Plans (IEP's). Training children in the use of their equipment, with advice and information passed on from other professionals e.g. Occupational Therapist and Physiotherapist etc.
- Toilet children, with assistance from colleagues where it has been assessed that more than one member of staff is required. Occasionally, changing incontinent children who have soiled, with help from colleagues.

Increase service quality and performance

- liaising with the other professionals (e.g. Speech Therapist), where necessary. Move and handle children, where necessary, following Health and Safety guidelines. Under guidance, assist individual children with their mobility and independence.
- Personal Care: Dress and undress children whenever necessary throughout the day including during arrivals, departures, playtimes and Physical Education (P.E.) classes. Prepare children for swimming and dress them afterwards if required. Feed children unable to feed themselves at lunchtime and supervise drinks at breaks,

Identify opportunities for personal and professional development

- Attending in-service training, participating in job reviews/appraisals in line with
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school and LEA procedures.

Reflect best practice and ensure compliance

- Safeguarding:
- Maintain high standards of hygiene.
- Attend to the needs of sick or injured children.
- Applying First Aid as necessary, recording accidents and attending to children who are unwell until they are collected.
- To undertake additional or other duties as may be appropriate to achieve the objectives of the post and as directed and deemed appropriate by the Line Manager.

General requirements:

- The post holder must at all times carry out his/her responsibilities with due regard to our policy, organisation and arrangements for Health and Safety at Work.
- It is your responsibility to carry out your duties in line with our policy on Equality and Cohesion and be sensitive and caring to the needs of others, promoting a positive approach to a harmonious working environment.
- You must promote and safeguard the welfare of children, young and vulnerable people that you are responsible for or come into contact with.
- All Hackney Education Staff are expected to demonstrate and work towards developing the Hackney Education Leadership Qualities which are:
 - A strong sense of direction and purpose
 - Creativity
 - Resilience
 - Credibility
 - Presence
 - Connecting
 - Self-Awareness

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Person Specification

	Essential	Desirable
Qualifications	✓	✓
1. For this Apprenticeship, the minimum age is 18 There is no upper age limit for our apprenticeships.	✓	

<p>2. You must have <u>at least one</u> of the below links to the borough:</p> <ul style="list-style-type: none"> ● You are a current resident of the London Borough of Hackney ● You are a current student at a Hackney education institution (school, college, university, PRU/alternative provision, Adult Learning provision) ● You are a former student at a Hackney secondary education institution and completed at least one GCSE or equivalent Level 2 qualification there ● You are a current or former recipient of Hackney leaving care services. <p><i>NB - we will ask for proof of your link to the borough (e.g. proof of address, school/college registration/certificates)</i></p>	✓	
<p>3. You must hold a British or EEA passport or have permission from the UK government to live in the UK</p> <p>AND</p> <p>have been resident in the UK or EEA for at least the last three years. If EEA you need to have settled or confirmed settled status.</p>	✓	
<p>4. To achieve this Apprenticeship qualification, you will either:</p> <p>Already hold at least a Level 2 or GCSE A*-C / 4-9 in Maths and English</p> <p>OR</p> <p>Be willing to complete this during your apprenticeship training</p> <p>(If you hold an Education, Health and Care Plan (EHCP), a statement of special educational needs (SEN) or a learning difficulty assessment (LDA) this criteria may not apply and you will be assessed individually)</p>	✓	
<p>5. You will be eligible if you hold an Early Years qualification at Level 2, or qualifications at Level 3+ in unrelated subjects.</p> <p>You will not be eligible for the apprenticeship if you already hold an equivalent qualification in the same skill area at the same level or higher</p>	✓	
<p>Knowledge/Skills</p>	✓	✓
<p>6. A sound understanding of early childhood development and learning.</p>	✓	
<p>7. Understanding of relevant policies/codes of practice and awareness of relevant legislation.</p>	✓	
<p>8. Good working knowledge of Early Years Foundation stage curriculum and other basic learning programmes/strategies.</p>	✓	
<p>9. Ability to undertake Child Protection / Safeguarding issues and procedures training.</p>	✓	
<p>10. Good numeracy and literacy skills.</p>	✓	
<p>11. Good IT skills: experience with Office packages including Word and Excel or G-Suite.</p>	✓	
<p>12. Ability to relate well to children and adults.</p>	✓	
<p>13. An understanding of the diversity of Hackney as a borough</p>	✓	

14. Basic understanding of the role of a Local Education Authority and of the Council	✓	
Attitude	✓	✓
15. Commitment to a culture of learning, development and empowerment across the organisation. Willingness to try new things. Committed to own learning.	✓	
16. The desire to work in a fast-paced, high-pressure environment.	✓	
17. Flexible team player. Ability to work well in a group. Aware of the strengths of others and works to meet the needs of the group as a whole.	✓	
18. A desire to improve the local community.	✓	
19. Passionate: Believes in the work of the Council and wants to make a difference to the borough and its people.	✓	
20. Adaptable and Flexible: Embraces change, and adapts successfully to changing situations & environments. Can learn from things that don't go well and adapt.	✓	
21. Honesty and Integrity.	✓	
22. Hardworking, motivated and resilient.	✓	
23. Wholehearted commitment to the principle of achieving equality of opportunity and celebrating diversity.	✓	