# LONDON BOROUGH OF NEWHAM JOB SPECIFICATION

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Title of Job: Apprentice Early Years Educator – Kay Rowe Nursery School

 Section: Schools with an SEND focus

Grade: Scale 4

Last Revised: May 2017

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JOB DESCRIPTION

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PERSON REPORTS TO: Member of school management or designated Senior Manager, with work directed by class teachers or senior Early Years Educator

STAFF SUPERVISED: None

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PURPOSE OF JOB:

*To be a member of the Nursery Team and a Key- person to a group of children. To work directly with children with SEND alongside the inclusion team.*

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EQUAL OPPORTUNITIES:

The Council has a strong commitment to achieving equality of opportunity in both services to the community and the employment of people and expects all employees to understand and promote its policies in their work.

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DUTIES AND RESPONSIBILITIES

A - Professional Standards

1. To build and maintain successful relationships with pupils, treat them consistently, with respect and consideration, and be concerned for their development as learners.
2. To demonstrate and promote the positive values, attitudes and behaviour expected from the pupils at all times.
3. To work collaboratively with colleagues, and carry out your role effectively, knowing when to seek help and advice.
4. To liaise sensitively and effectively with parents and carers, recognising their roles in pupils’ learning.
5. To really reflect on your training and seek to develop your practice, including through observation, evaluation and discussion with colleagues.

B - Professional Duties

1. To shadow the inclusion team and learn about the role and work to promote the best interests of all children in the nursery with a particular focus on SEND
2. To shadow a key person and gain experience of the key person role
3. To care for children, and actively promote their physical and medical health, emotional, communication and other learning needs in order to help children achieve their full potential.
4. To take part in Performance Management and or coaching or supervision processes.

C - Planning and Expectations

1. Through training, experience and mentor support to develop confidence to start to contribute effectively to the overall planning of teaching and learning taking into account the EYFS and following children’s interests
2. Through extra training and support to gain an awareness of effective strategies for supporting children with additional needs.
3. Through training, experience and mentor support to develop confidence to start to contribute effectively to the selection and preparation of teaching resources that meet the diversity of pupils’ needs and interests.
4. Through training, experience and mentor support to develop confidence to start to contribute to planning and take part in educational visits in accordance with school policies and procedures.

D - Monitoring and Assessment

1. To take an active interest in planning of teaching and learning, to reflect and ask questions.
2. Under supervision of mentor and teacher to support, observe, record and monitor children’s development using a range of approaches eg special books, data, learning stories etc.
3. Under supervision of mentor and teacher to use assessment information to plan next steps for your key children
4. To contribute to evaluation of provision

E - Teaching and Learning Activities

1. Under supervision of mentor and teacher to plan a wide range of indoor and outdoor play, educational activities and experiences for children appropriate to their individual age, stage of development, interests and abilities.
2. To encourage children to express their views, make choices and decisions and to take account of individual needs in all aspects of work.
3. Promote and support the inclusion of all pupils in the learning activities in which they are involved.
4. Use behaviour management strategies, in line with the school’s policy and procedures, which contribute to a purposeful learning environment.
5. To encourage the autonomy of each child and friendship between children; to supervise and encourage independence at meal time, toileting and packing away.
6. To encourage the acquisition and development of language and speech by all children, particularly for those children whose mother tongue is not English.
7. To comply with and help to improve all relevant health and safety policies, procedures and practice.
8. To be aware of the physical safety and well being of the children and to record all accidents to children or self .
9. To report and record any physical or emotional problems or other concerns according to the agreed policies and procedures of the Nursery and in compliance with corporate child protection policies and procedures.
10. To accompany other early years professionals on home visits as appropriate in connection with new admissions or other reasons at the request
11. To accept advice and guidance from senior staff.
12. To take part in training and staff development as required.
13. To be part of the learning culture at the Nursery both through your own study as an apprentice and through being a reflective practitioner

1. Recognise and respond effectively to equal opportunities issues as they arise, including by challenging stereotyped views, promoting respect and tolerance for other faiths and cultures and by challenging bullying or harassment, following relevant policies and procedures.

**YOU ARE ADVISED TO READ THE FOLLOWING NOTE CAREFULLY**

The requirements listed below are all essential to the job, so you must show how you meet all of them. Where application form is shown as a method of assessment, you **must show on the form how you fulfill the criteria, even if other methods of assessment are shown. If you do not, you will not be shortlisted. Rather than simply repeating your career history, look at the skills and experiences required by the job and provide evidence that you possess them, by giving specific examples.**

Please read the guidance notes that accompany the application form carefully, as the decision to shortlist you for the interview will be based solely on the information you provide on your application form.

| **ESSENTIAL REQUIREMENTS** | **METHOD OF ASSESSMENT** |
| --- | --- |
| 1. Maths and English GCSE grade C/4 or equivalent
 | Application form and Documentation |
| 1. Ability to n enhanced Disclosure and Baring Service (DBS) check on the successful candidate.
 |  |
| **EXPERIENCE** |  |
| **No experience required**  |  |
| **SKILLS** |  |
| 1. Ability to carry out basic care of children and to keep the Centre’s rooms and equipment clean, tidy and in order whilst remaining responsive to the children and maintaining their well-being as a priority.
 | Application form and Interview |
| 1. Ability to study for level 3 qualification, to reflect on work, act on feedback and do assignments on time.
 | Application form and Interview |
| 1. Good literacy and numeracy skills.
 | Application form and Interview |
| 1. Ability to work on own initiative and to know when to seek help, or refer onto others.
 | Application form and Interview |
| 1. Ability to undertake a variety of tasks during a working day, to work with children of differing ages, stages and abilities in different situations, alongside other staff, parents/carers,
 | Application form and Interview |
| 1. Ability to build relationships with children and to liaise closely with and support parents and carers.
 | Application form and Interview |
| 1. Ability to recognise the needs of small children and the implications of living and working in a multi-ethnic, multicultural environment.
 | Application form and Interview |
| 1. Ability to work flexibly .
 | Application form and Interview |
| 1. Ability to work under pressure and prioritise tasks .
 | Application form and Interview |
| 1. Ability to maintain good time keeping and punctuality and an understanding of the importance of this.
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| **PHYSICAL REQUIREMENTS** |  |
| 1. Fit enough to carry out normal childcare tasks and to lift light furniture and equipment (in an appropriate safe way after training)
 | Council’s Medical Assessment |

**Person Specification for the post of level 3 Apprentice Early Years Educator (EYE)**

These are the criteria upon which the selection process will be based. At each stage of the process the merits of each applicant will be assessed to determine how far the criteria have been matched. These stages are:-

1. Short listing by the selection panel.
2. Interview by selection panel.

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| --- | --- | --- | --- |
|  | **Factor** |  | **Requirement** |
| 1. | Education, Training and Qualification:  | 1. | You need to have GCSE English and maths or equivalent and a strong interest and ability to work towards obtaining a level 3 qualification. |
|  |  | 2. | You need to have an Interest in working in education |
| 2. | Experience: | 1. | No experience required but a keen interest in working with young children essential. You need to reflect on why you want to work with young children and be able to explain why. |
|  |  | 2 | You need to have a strong interest in working with children with SEND |
| 3. | Knowledge and Understanding: | 1. | To have some understanding of early years education and an interest to find out more. |
|  |  | 2. | To be confident in using ICT |
| 4. | Commitment to and understanding  | 1. | You will need to understand the term Equal Opportunities and how it applies to our school . |
|  |  | 2. | You will need to be keen to work in a in a busy nursery school and have the ability to work in a team with colleagues and follow instructions from teachers/other professionals. |
|  |  | 3. | You need to show you understand the Importance of safeguarding children –You will need to have a commitment to safeguarding and promoting the welfare of children. This role requires an enhanced Disclosure and Baring Service (DBS) check on the successful candidate. |