**West Cornforth Primary School**

**Early Years TA Apprentice**

**Job Description**

**Purpose of the Early Years Apprentice Role:**

To assist in the delivery of the Nursery curriculum, in line with the Early Years Foundation Stage

**During the apprentice training, skills will be taught to enable the successful candidate to achieve the following:**

* To deliver the daily programme of pre-school activities and events and provide evaluations of how activities went.
* To assist in the setting up and clearing away of all activities and equipment.
* To actively encourage children’s progress in all areas of development, types and stages of play by interaction and extension of play activities in line with the learning outcomes of the EYFS.
* To provide full care for the children including safe delivery to parents and/or named carers and to provide light refreshments to the children.
* To follow the observation and record keeping system and maintain the records for his or her key children so that the children’s attainment and progress are effectively and regularly assessed.
* To liaise with parents by exchanging information on the child’s progress and elicit feedback from the parents/carers through questionnaires and suggestion boxes.
* To contribute to curriculum planning, policies and procedures and record keeping (daily register, accident and incident forms) as requested and led by the Ducklings leader.
* To attend in-service training and meetings as required.
* To undertake any other reasonable duties as directed by the Ducklings and EYFS leaders in accordance with the objectives for the Pre-school’s operational plan.
* To handle all details about the children attending the Pre-school confidentially and in accordance with the requirements of the Data Protection Act.
* To carry out all responsibilities and activities within the Equal Opportunities framework.