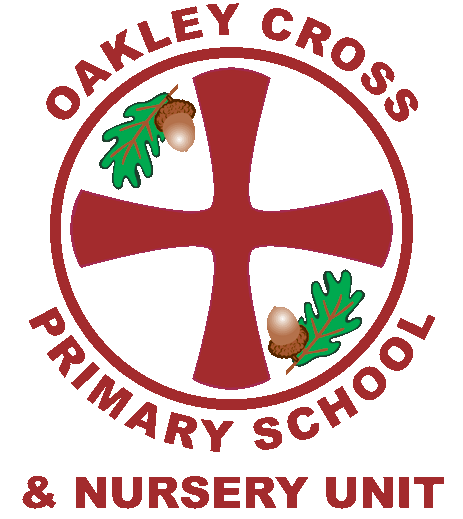
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**We believe in respect and success for all**

**JOB DESCRIPTION**

**Apprentice – Early Years Foundation Stage (EYFS)/Child Care**

**Oakley Cross Primary School**

*This school is committed to safeguarding and promoting the welfare of children and young people and requires all staff to share this commitment.*

*At Oakley Cross support staff are valuable members of the team, contributing to the consistent high quality teaching and learning expected in school. Apprentices should be a good role model for children; demonstrating high expectations of both learning and behaviour and setting high standards of organisation through good time management and through good working relationships with other members of the team. Apprentices should consistently demonstrate the existing practices and routines within the classes they are working to ensure continuity for the children. Apprentices will at times be asked to contribute to activities which are to benefit the whole school rather than classes or individuals e.g. maintenance of resource areas and at times will be encouraged to support the wider life of the school through participation in extra-curricular activities e.g. school discos and fairs.*

Within the role of an Apprentice in the Early Years Foundation Stage (EYFS) at Oakley Cross, you are expected to work with teachers to support teaching and learning in the EYFS to help each child reach his/her potential. You will be directed to work with individuals and groups of children. You are required to complete training as per the apprenticeship specification, using work experience gained to support this. You are responsible to the head teacher.

Training:

During the 12-18 months of the apprenticeship you will be assigned a school based mentor. You will also be assigned an Assessor and will undertake further study towards the Level 3 Qualification in partnership with New College Durham. Training will be mainly through workplace assessment which will take place every 3-4 weeks.

Key duties:

1. Reinforce lessons presented by teachers by reviewing material with students one-on-one or in small groups
2. Reinforce our school’s behaviour policy through the use of class and school charters and our Rights respecting ethos
3. Help teachers with record keeping, such as tracking attendance and recording observations of children learning
4. Help teachers prepare for lessons by getting materials ready or setting up equipment and clearing away at the end of the session
5. Help supervise children within the setting both indoors and outdoors as well as during lunch and break times
6. Giving extra help to children with special needs or those for whom English is not their first language
7. Helping to develop programmes of learning activities and adapting appropriate materials
8. Attending meetings and reviews as appropriate
9. Helping with school events, trips and activities
10. To be aware of and comply with school policies and procedures, specifically those relating to child protection, security, confidentiality and data protection, reporting all concerns to an appropriate person

Personal Qualities:

1. Demonstrate an ability to build effective relationships with pupils’ families, liaising sensitively & effectively with them, recognising your role in pupils’ learning.
2. Demonstrate an ability to work constructively as part of a team, understanding classroom roles and responsibilities and your own position within these.
3. To be a good role model.
4. Demonstrate emotional resilience in working with a range of challenging situations.
5. Ability to demonstrate patience with firmness.
6. To constantly improve own practice/knowledge through reflection, self-evaluation and learning from others.
7. Have a willingness to demonstrate commitment to the values and ethos of the school.
8. To work flexibly as the workload demands

You will also be required to attend on-going training sessions covering areas such as curriculum support in English and Maths, Special Needs, Safeguarding and Child Protection and Child Development.

Signed \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Date \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_