

Northumberland County Council
JOB DESCRIPTION

Post Title: Early Years Educator Apprentice (Level 3)		Director/Service/Sector Health and Wellbeing Children's Services (0-19)		Office Use
Band: National Apprenticeship Wage		Workplace: North Locality Children's centres, Berwick		JE ref: 2696 HRMS ref:
Responsible to: Line Manager/Children's Centre Co-ordinator		Date: June 2022		
Job Purpose: <ul style="list-style-type: none">To provide high quality care and play / early learning opportunities to all children attending Cubs & Kits daycare provision and any creche provision running in any of our centres across the North Locality.To ensure that the day-care and creche environments are safe, stimulating and welcoming to children and parents/ carers.				
Resources		Staff	N/A	
		Finance	N/A	
		Physical	N/A	
		Clients	Parents/carers using the facilities at the centres and relevant professionals from partner agencies	
Duties and key result areas: Undertaken individually or as part of a team, these are examples of the nature and level of those expected to be undertaken by the post holder. You will undertake apprenticeship training to enable you to develop into the below responsibilities: <ul style="list-style-type: none">To attend all apprenticeship training and successfully complete the End Point Assessment and Level 3 Award in Paediatric First Aid. (RQF) or Level 3 Award in Emergency Paediatric First Aid (RQF).To support providing care and early learning experiences according to children's individual needs and stage of development and linked to the Early Years Foundation Stage practice guidance.To participate and gain an understanding of in all aspects of a key worker system for children, providing consistency in facilitating children's physical, emotional, intellectual and social development and in tracking children's progress over time.Support the encouragement of children's participation, ensuring a balance between adult-led and child-initiated activities. Engage in effective strategies to develop and extend children's learning and thinking, including sustained shared thinking.Support and promote children's speech, language and communication development.To work in partnership with parents/carers, sharing information about children's progress and encouraging parents/carers involvement in the provision and other Sure Start children's centre activities. Encourage parents and/or carers to take an active role in the child's play, learning and development.To observe and assess and plan for all children's individual needs, identifying which children may need increased support and deciding what actions are needed to support them using the Northumberland Early Years Inclusion Toolkit or an Early Help Assessment.To keep records of your key children's development and learning journeys and share with parents, carers and other key adults in the child's life using online technology such as TapestryTo respond to children's behaviour in a way which promotes their welfare and development.				

10. Ensure that the physical needs of children are met and to contribute to the development and use of imaginative and creative approaches to play/early learning, both indoors and out
11. Promote equality of opportunity and anti-discriminatory practice
12. To maintain high standards of hygiene and cleanliness in the day-care provision.
13. To advise manager/deputy of any concerns, e.g. regarding children, parents, the safety of the environment, preserving confidentiality as necessary.
14. To be involved in out of working hours activities, e.g. training, staff meetings, Summer/ Xmas activities etc
15. To keep completely confidential any information regarding the children, their families or other staff that is acquired as part of the job and to observe all policies, procedures and standards relevant to the Cubs & Kits day-care
16. To work as part of the childcare team, supporting other staff/colleagues, sharing in and contributing to the ongoing development of the service.
17. To undertake continuing professional development that is supportive of the post.
18. To work collaboratively and flexibly with other parts of the Sure Start Children's Centre programme, including work delivered from other centres where necessary.
19. At all times to carry out duties in accordance with Northumberland County Councils and Sure Start Children's Centres Equal Opportunities Policy and in the spirit of anti-discriminatory practice.
20. To undertake any other duties and responsibilities as required, commensurate with the grade of the post.

The duties and responsibilities highlighted in this Job Description are indicative and may vary over time. Post holders are expected to undertake other duties and responsibilities relevant to the nature, level and extent of the post and the grade has been established on this basis.

Work Arrangements

Transport requirements:	Travel between centres may be required occasionally, reimbursement will be provided when needed
Working patterns:	Participation in a flexible shift system.
Working conditions:	The post entails direct work with children aged 0-5 years in a childcare setting, including significant periods outside through involvement with children's outdoor play.

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PERSON SPECIFICATION

Post Title: Apprentice Early Years Educator		Director/Service/Sector: Health and Wellbeing Children's Services 0-19	Ref: 2696
Essential		Desirable	Assess by
Knowledge and Qualifications			
<ul style="list-style-type: none"> Grade 4 (c) GCSE Maths & English (or equivalent) A good general education demonstrating numeracy and literacy. An initial assessment many be carried out <p><i>(For those with an education, health and care plan or a legacy statement, the apprenticeships English and maths minimum requirements are Entry Level 3, and the British Sign Language qualification is an alternative to English qualifications for apprentices for whom this is their primary language)</i></p>		<ul style="list-style-type: none"> Applicants without Level 2 English and maths will need to achieve this level prior to taking their end point assessment. 	a/i
Experience			
<ul style="list-style-type: none"> Previous experience is not an essential requirement. A passion for working with children under 5 in an early year's setting 		<ul style="list-style-type: none"> Practical experience of working with children (specifically 2years and under) Experience of working in a child-centred community-based project. 	a/i
Skills and competencies			
<ul style="list-style-type: none"> Willingness to undertake further training and development in early years practice. Ability to communicate effectively with children, and colleagues Motivation to deliver and engage in a range of play activities to young children. Ability to record information accurately and appropriately. Ability to work flexibly as part of a team in a developing environment Willingness to work in an anti-discriminatory way in accordance with Sure Start Children's Centre principles. 		<ul style="list-style-type: none"> An understanding of child development and children's needs. Knowledge of relevant policies, procedures and standards Ability to communicate effectively with a child's parents/carers and colleagues Ability to work with parents/carers supportively and non-judgmentally, positively encouraging their involvement in the nursery/wider Sure Start Children's Centre programme. 	a/i
Physical, mental and emotional demands			
<ul style="list-style-type: none"> Able to meet the physical requirements of the post in terms of working with children 0-5 Able to work flexibly in terms of shift pattern, service delivery and base. 			a/i
Othe			
<ul style="list-style-type: none"> Commitment to keep children and young people safe by providing a safe environment for children and young people to learn in. 			a/i

Key to assessment methods; (a) application form, (i) interview, (r) references, (t) ability tests (q) personality questionnaire (g) assessed group work, (p) presentation, (o) others e.g. case studies/visits