

Edward Wilson School
Early Years Apprentice – Job Description
2019-20

Responsibilities:

You will work alongside qualified staff across all areas of the Nursery and Reception age range (3-5 years) to develop your practical skills in caring for young children under the overall guidance of the class teachers.

Your responsibilities will include supporting children in play and learning activities, everyday care routines such as meal times, enhancing the environment with displays of children's work, observing and record keeping of children's development and planning to meet their individual needs supported by establishing positive relationships with parents and carers.

Demonstrate commitment to the protection and safeguarding of children and young people in line with the schools policies and procedures.

Adhere to the school's vision and values statement.

Skills:

Good command of written and spoken English and basic numeracy

The ability to relate and interact with children

Ability to develop positive relationships with parents, carers and other childcare professionals

The ability to work as part of a team and follow instructions

Good observation and organisational skills

A willingness to learn new skills and ability to identify when they need to ask for support

Ability to take responsibility for their own studying and learning

Qualifications:

None specifically **but Grade A-C in GCSE Maths and English Language is essential if planning to study for Level 3.**

Knowledge and experience of ICT to include MS Word and Publisher

Personal qualities

Excellent attendance, reliability and punctuality essential

Enthusiasm for working with young children

Patience and the ability to remain calm at all times

An understanding of and respect for the diversity of families

Appropriate level of maturity and personal confidence

A willingness to reflect on their own practice

Flexible and adaptable