



Holtsmere End Infant and Nursery School

Early Years Educator Apprentice Level 3

Job description

Job Title: Early Years Educator - Apprentice (Level 3)

Responsible to: Headteacher

Purpose of the job: To work as an apprentice Early Years Educator as part of the Nursery team under the direction of the Nursery teacher to provide safe, high quality education and care for young children.

Main Duties:

- To assist with the planning of the curriculum, adhering to current government guidelines and legislation
- To contribute to planning for the children's learning
- To help set up the play and learning areas for daily learning and to help tidy away at the end of each session
- With support, to act as a Key Person to a small group of children, ensuring each child's needs are recognised and met
- With support, to complete individual online Learning Journals for children, recording stages of development and identifying any gaps
- To advise the class teacher and record any concerns e.g. involving children, parents or the safety of equipment, preserving confidentiality as necessary
- To support interactions with any parties providing interventions e.g. Speech & Language, and SENCO
- To teach, observe, play and extend all children, offering an appropriate level of support and stimulation following the EYFS curriculum
- To attend in-service training courses and meetings as required
- To keep completely confidential any information regarding the children, their families or other staff which is acquired as part of the job
- To undertake any other reasonable duties as directed by the Headteacher, in accordance with the school's development plan

Person Specification

Essential Criteria:

- Enhanced DBS
- Ability to provide input to the Nursery curriculum
- Ability to work as part of a team
- Commitment to equal opportunities and understanding of religious and cultural diversity
- Ability to write clear records
- Caring attitude with a sense of humour
- Friendly, flexible approach
- Willingness to learn and to apply new methods or practices under guidance from the experienced staff
- Understanding of the EYFS framework