

**JOB DESCRIPTION**

<b>JOB TITLE:</b>	<b>APPRENTICE</b>
<b>BASED:</b>	<b>NATIONAL DSP</b>
<b>RESPONSIBLE TO:</b>	<b>SENIOR WORKER</b>
<b>RESPONSIBLE FOR:</b>	<b>NONE</b>

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**JOB PURPOSE:** Under the direction of the Senior Worker to assist in providing care and inclusive play and learning opportunities for all children attending the setting and to assist in maintaining a safe, stimulating and enjoyable environment

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**SAFEGUARDING REQUIREMENT:**

The Alliance is committed to safeguard and promote the welfare of children and young people. It is a requirement of all staff that they share this commitment and follow the prescribed policy and procedures to continuously promote a culture of safeguarding across the whole organisation.

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**MAIN DUTIES:**

1. To learn how to meet children's social, emotional, physical and intellectual needs by providing stimulating and age-appropriate play and learning opportunities in the setting.
2. To learn how to supervise the children where appropriate and to protect them from dangerous or harmful situations, as directed by senior staff.
3. To learn how to contribute to a high level of care that will enhance the children's general health and well-being and to ensure that all toys and equipment are clean and safe at all times.
4. To learn how to assist the senior in providing a variety of outdoor activities to cover all areas of the children's development as well as supervising outdoor play in all weathers.
5. To learn how to be aware of any special needs a child may have and to familiarise oneself with relevant play and learning plans.

6. To learn how to contribute to observations of children and how to discuss the progress of children with the relevant key person and to contribute any ideas to informal & formal planning sessions.
7. To assist in the preparation of snacks, set up and clear away meal-times and supervision of children during meal times.
8. To contribute to and attend his/her feedback sessions and supervisions.
9. To attend and contribute at regular staff/team meetings.
10. To share any child protection concerns immediately with the Senior Worker, Deputy Setting Manager or Setting Manager.
11. To attend college/university as required by the Alliance and your education provider.
12. To ensure adherence to setting's code of practice on confidentiality.
13. To keep up to date with current good practice.
14. To assist in any other duties as deemed necessary by the Setting Manager, Deputy Setting Manager or Setting Manager.
15. To work alongside a mentor in the setting.

#### **EQUALITIES:**

The post-holder must be aware of and respect difference and ensure that children have equality of access to opportunities to learn and develop. S/he must have an understanding of and commitment to equality of opportunity and anti- racism issues.

#### **POLICIES AND PROCEDURES:**

The post-holder must be aware of and comply with all the charity's policies and procedures including those relating to: child protection, health & safety and security, confidentiality and data protection, bribery and corruption, signing agreement and contracts and financial.

*This job description is not an exhaustive list of duties and you will also be required to carry out any other duties which may reasonably be required of you in accordance with the needs of the Early Years Alliance. You are also required to be flexible and adaptable with respect to your role.*

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#### **PERSON SPECIFICATION**

##### **Essential Criteria:**

1. A willingness to learn.
2. Experience of young children.

3. A commitment to complete your childcare course within the period of your fixed term contract.
4. Good oral communication skills.
5. Commitment to equal opportunities.
6. Commitment to young children and families.
7. Friendly, flexible approach.
8. Good customer awareness.
9. Ability to work as a part of a team and on own initiative.

**Desirable:**

1. Experience of having worked with young children.

**TERMS & CONDITIONS:**

**Salary Range: £5.00 per hour**

**Annual Leave: 25 days of annual leave and 8 Bank Holidays**

This post is exempt from the Rehabilitation of Offenders Act (1974) and does require an enhanced Disclosure and Barring Service check. Applicants must be prepared to disclose any convictions they may have and any orders which have been made against them.

**Pension:** The table below shows what the base contributions are, and the dates they will rise. You can also choose to give more than the minimum amount should you wish.

<b>Date effective</b>	<b>Employer minimum contribution</b>	<b>Employee minimum contribution</b>	<b>Total minimum contribution</b>
6 April 2019 onwards	3%	5%	8%

**JOB DESCRIPTION SIGN OFF**

Date issued by Manager:

Name:

Signature:

I confirm that I have received a copy of this job description and have had any questions about it answered.

Name of post holder:

Signature:

Date: