

Northumberland County Council
JOB DESCRIPTION

Post Title: Apprentice Early Years Educator		Director/Service/Sector Health and Wellbeing Children’s Services 0-19		Office Use
Band: National Apprenticeship Wage		Workplace: North Locality Family Hubs (Berwick or Hadston)		JE ref: HRMS ref:
Responsible to: Line Manager/Children’s Centre Co-ordinator		Date: August 2024		
Job Purpose: 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 daycare 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: 1. To provide 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. 2. To participate in 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. 3. Encourage 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. 4. Support and promote children’s speech, language and communication development. 5. To work in partnership with parents/carers, sharing information about children’s progress and encouraging parents/carers involvement in the provision and other Family Hub activities. Encourage parents and/or carers to take an active role in the child’s play, learning and development. 6. 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. 7. 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 Tapestry 8. To respond to children’s behaviour in a way which promotes their welfare and development. 9. 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 10. Promote equality of opportunity and anti-discriminatory practice				

11. To maintain high standards of hygiene and cleanliness in the daycare provision.
12. To advise manager/deputy of any concerns, e.g. regarding children, parents, the safety of the environment, preserving confidentiality as necessary.
13. To be involved in out of working hours activities, e.g. training, staff meetings, Summer/ Xmas activities etc
14. To keep completely confidential any information regarding the children, their families or other staff that is acquired as part of the job.
15. To observe all policies, procedures and standards relevant to the Cubs & Kits daycare
16. To work as part of the child care 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 Family Hubs programme, including work delivered from other centres where necessary.
19. At all times to carry out duties in accordance with Northumberland County Councils and Family Hubs 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 from time to time but 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:
Essential		Desirable	Assess by
Knowledge and Qualifications			
Maths and English preferred - Apprentices without Level 2 English and maths will need to achieve this level prior to taking their end point assessment. 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. Apprentices must successfully complete the Level 3 Award in Paediatric First Aid (RQF) or Level 3 Award in Emergency Paediatric First Aid (RQF) Or complete a first aid course delivered by one of the following types of organisations as per the EYFS requirements. Voluntary aid society, member of trade body with an approval and monitoring system, or acknowledged by the Health and Safety Executive			(a) (l)
Experience			
Previous experience is not an essential requirement. A proven passion for working with children under 5 in an Early Years setting	Practical Experience of working with children Experience of working in a child-centred community based project. Experience working with children under 2 years.		(a) (l)
Skills and competencies			
Sound understanding of child development and children's needs. Ability to communicate effectively with young children, their parents/carers and colleagues Knowledge of relevant policies, procedures and standards Ability to work with parents/carers supportively and non-judgmentally, positively encouraging their involvement in the nursery/wider Family Hubs. Ability to plan and deliver a range of play activities to young children. Ability to communicate effectively with young children, their parents/carers and with colleagues. Ability to record information accurately and appropriately.			(a) (l)

Ability to work flexibly as part of a team in a developing environment.		
Willingness to undertake further training and development in early years practice.		
Willingness to work in an anti-discriminatory way in accordance with Family Hub principles.		
Physical, mental and emotional demands		
Able to meet the physical requirements of the post in terms of working with children 0-5		(a) (l)
Able to work flexibly in terms of shift pattern, service delivery and base.		
Othe		
Commitment to keep children and young people safe by providing a safe environment for children and young people to learn in.		

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

