



Brighter
Futures for
Children

brighterfuturesforchildren.org

Early Years Apprentice

Job Description & Person Specification



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Job Information

Post Title	<ul style="list-style-type: none">• Early Years Apprentice
Reports to:	<ul style="list-style-type: none">• Room Leader
Grade and Salary:	<ul style="list-style-type: none">• Apprentice
Location	<ul style="list-style-type: none">• BFFC Nurseries
Conditions:	<ul style="list-style-type: none">• 37 hours, 52 weeks per year

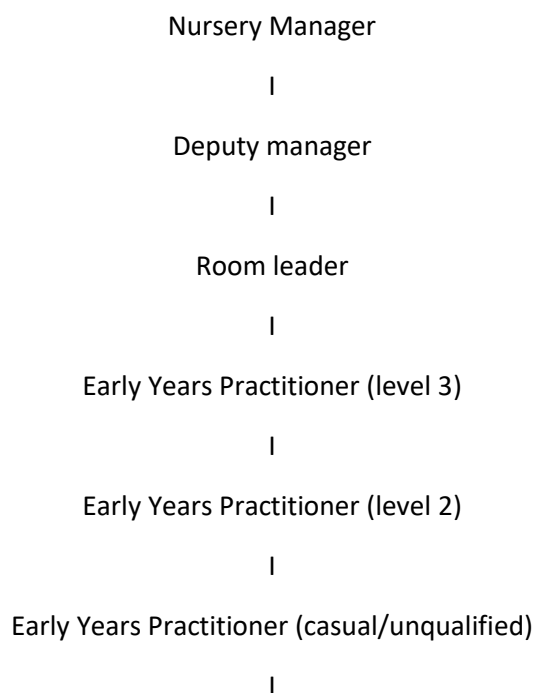
Job Purpose

Brighter Futures for Children is improving outcomes for Reading's children, young people and families.

We are an independent, not-for-profit-company, wholly owned by Reading Borough Council. Our responsibility is to deliver quality children's services, early help, education and Special Educational Needs and Disabilities (SEND) services in the borough.

- To work under the supervision and guidance of an experienced and knowledgeable team to learn how to meet the care and learning needs for children under 5 years in a nursery setting.
- To attend college to develop an understanding of the theories, frameworks and policies which relate to child care practices.

Designation of Post within Company Structure



1. Your role

OPERATIONAL

- To ensure a full understanding of the nursery safeguarding policies and procedures and to maintain personal responsibility to safeguarding children
- To bring any safeguarding concerns to the attention of the designated safeguarding leads
- To develop an understanding of the EYFS framework and child development
- To play with children and to add teaching to these interactions
- To develop friendly professional relationships with children and their families
- To support the nursery approach to home learning
- To ensure the environment is safe and inviting for children
- To actively encourage positive behaviour from children
- To act as a positive role model to children and adults
- To develop deep understanding of Cultural Capital and British Values and your role to prepare children for future success
- To identify when a child may require additional support and notify the SENCo.
- To use your knowledge and understanding to support children who have additional needs with guidance from the SENCo.

PERSONNEL

- To attend regular staff meetings and appropriate training sessions, which ensure staff, are kept up-to-date with the latest thinking in relation to early years provision and OFSTED requirements.
- To attend college regularly

HEALTH AND SAFETY

- To ensure that you support the nursery team to ensure that the highest standards of safety, security, hygiene and cleanliness are maintained at all times across the provision.
- To ensure that you always follow the security and safety systems in place
- To complete food hygiene training and to prepare snack and light meals for the children
- To undertake cleaning duties as required to maintain the hygiene of the setting
- To care for the setting equipment and report problems as soon as is practically possible.

GENERAL

- To adhere to all Policies and Procedures including attendance at meetings, preparation of reports and any other duties as required.



- To ensure the BfC Inclusion and Equality of Opportunity Policy is adhered to at all times.
- To take reasonable care of your own health and safety and co-operate with management, so far as is necessary, to enable compliance with the company’s health and safety rules and legislative requirements
- To undertake such personal training as may be deemed necessary to meet the duties and responsibilities of the post
- Brighter Futures for Children is a dynamic organisation which recognises the need to respond flexibly to changing demands and circumstances. While this job description provides a summary of functions and responsibilities of the post, this may need to be adapted or adjusted to meet changing circumstances. Such changes would be commensurate with the grading of the post.
- This list of duties and responsibilities should not be considered as exhaustive as other duties may be required to be undertaken by your line manager providing, they are appropriate to the scale within which you are being paid.

2. Relationships – who you will work with

Internal:	<ul style="list-style-type: none"> • Staff • Line Manager • Children • Parent
External:	<p>Develop and promote strong partnerships with:</p> <ul style="list-style-type: none"> • Agency • Parent • Portage • Speech and language therapist

3. What your performance will be measured against

- Personal objectives set as part of your continuous professional development.

4. Your level of autonomy

- Required to work as part of a team as well as using own initiative to deliver objectives



5. Personal Attributes

- Approachable
- Friendly
- Uses initiative
- Organised
- Achieves deadlines

6. Scope of Job (Budgetary/Resource Control/Impact)

- No direct budgetary requirements within this role.

Special/Other Requirements/Responsibilities of this Post

Level of DBS check required for this post	Enhanced with a check of the barring list(s)
If *, does the post require a check against the list of people barred from working with vulnerable adults?	YES
If *, does the post require a check against the list of people barred from working with children?	YES/YES
What other security/safer recruitment clearances are required for this post? (excluding standard identity/work permit/education qualification checks)	NONE or list
Is this post “politically restricted”?	NO
Responsibility for Health & Safety:	YES
Please specify responsibility for implementing the company’s risk management strategy as it applies to the service, ensuring risks to service delivery and specific projects or initiatives are recognised and that actions are taken and monitored to mitigate risks identified	List if appropriate
Please specify any other Statutory Duties and/or responsibilities of this post not already covered in the “Main Duties & Responsibilities” above	List or N/A

Person Specification

Qualifications & Education

Essential:

- A good standard of English and Maths

Experience

Essential:

- Experience caring for children

Desirable:

- Experience caring for children in a professional capacity

Additional Working Requirements

Essential:

- Job involves working with sensitive and confidential information about children and will be subject to an enhanced DBS check.
- Occasional weekend and evening work will be required