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**Apprentice Level 3 Nursery Practitioner**

**Job Description**

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| **Area** | **:** | **Starting Point Child Care Centre** |

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| **Salary** | **:** | **A0 *(National Apprenticeship Wage)*** |

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| **Hours of Work (Full-time/Part-time)** | **:** | **37 hours** |

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| **Line Manager** | **:** | **Nursery Manager** |

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| **Responsibility for** |  | : Support and assistance in the daily care of all children within  Starting Point Child Care Centre, based at Cheshire College South  & West: *and* |
|  |  | : Promoting the welfare of children and young people. |

**Main Purpose of Job:**

To provide individual support and assistance in the daily care of a specific child/children with additional needs within Starting Point Child Care Centre.

* Meets the needs of learners, employers and other stakeholders;
* Is of the highest possible quality in terms of learner outcomes and learner/employer satisfaction;
* Is effective, efficient and provide excellent value for money;
* Reflects the vision, mission, aims and values of the College;
* Is innovative, developmental and sector leading;
* Promotes a culture of excellence and equality; *and*
* Is judged as outstanding at next Ofsted/QAA Inspections.

The post-holder will be a member of the Faculty of Health, Access, Care, Entry Level and Teacher Training.

**Key Duties and Responsibilities:**

The post holder will:

1. Reflect the vision, mission, aims and values of the College.
2. Support individual child(ren) with additional needs in accordance with targets identified within the Individual Education Plan (IEP).
3. Work with the Manager and other Child Care staff to establish a caring and happy environment for the children and ensure quality is maintained.
4. Contribute to the planning and preparation of a varied daily programme of activities for children in the Child Care Centre.
5. Work with the Child Care staff team to implement Child Care Centre policies and procedures agreed with College Management.
6. Attend team meetings as required.
7. Assist the Manager in providing Child Care Centre training opportunities for College learners.
8. Supervise nursery staff and children as appropriate.
9. To plan observe and evaluate activities around each child’s individual needs and be responsible for record keeping.
10. Provide a safe and stimulating environment that facilitates learning whilst implementing the early years foundation stage curriculum.
11. Caring for the children’s varying abilities on a day to day basis by supporting their emotional needs through a nurturing environment, and providing guidance.
12. To keep the children happy and engaged throughout the day whilst ensuring that they are developing both socially and emotionally.
13. An understanding of how to support the children’s early education and development using the EYFS.
14. Being able to carry out daily observations and assessments and being able to prepare young children for the next stage of their education.
15. An awareness of safeguarding and prevent and how to implement it in the early years.
16. Knowledge of British Values.
17. To be responsible for individual and personal care of each child.

Generic

1. Support and promote a culture of innovation, excellence and equality.
2. Comply with College policies, procedures and agreements.
3. Contribute to the risk management of the College.
4. Support and follow the College’s strategies on equality, diversity and safeguarding.
5. Undertake appropriate staff development activities that support personal development and the changing needs of the College and its environment.
6. Be aware of, and responsive to, the changing nature of the College and adopt a flexible and proactive approach to work.
7. Undertake such other duties as may reasonably be required commensurate with this grade, at the initial agreed place of work or at other locations in the College catchment area.

***This Job Description is current as the date shown. In consultation with the post-holder, it is liable to variation to reflect changes in the job.***

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**Person Specification**

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|  | | **Assessment Method** | | | | | | | | | | |
| \*Test = Skills Test/Knowledge Test/Micro Teach/Presentation | | Application Form | | \*Test | | Interview | | Psychometric Testing | | Qualification Certificates | | References |
| **Education and Qualifications** | | | | | | | | | | | | |
| Essential | |  | |  | |  | |  | |  | |  |
| * GCSE Grade C *(4/5)* in Maths and English *(or equivalent)* | | **✓** | |  | |  | |  | | **✓** | |  |
| * Level 2 in Childcare *(or equivalent)* or willingness to work towards | | **✓** | |  | |  | |  | | **✓** | |  |
| Desirable | |  | |  | |  | |  | |  | |  |
| * First Aid Certificate | | **✓** | |  | |  | |  | | **✓** | |  |
| * Food Hygiene Certificate | | **✓** | |  | |  | |  | | **✓** | |  |
| **Skills and Experience** | | | | | | | | | | | | |
| Essential | |  | |  | |  | |  | |  | |  |
| * Ability to work with children and understand their needs | |  | |  | | **✓** | |  | |  | | **✓** |
| * Excellent communication skills | |  | |  | | **✓** | |  | |  | | **✓** |
| * Ability to use own initiative | |  | |  | | **✓** | |  | |  | | **✓** |
| * Professional approach to the customer/client interface | |  | |  | | **✓** | |  | |  | | **✓** |
| * Confidence to ‘ask’ when uncertain as to role requirements | |  | |  | | **✓** | |  | |  | | **✓** |
| Desirable | |  | |  | |  | |  | |  | |  |
| * Working knowledge of child care in a Childcare environment | | **✓** | | **✓** | | **✓** | |  | |  | |  |
| * An awareness and understanding of the needs of children | | **✓** | | **✓** | | **✓** | |  | |  | |  |
| * Knowledge in the use of computers | | **✓** | |  | |  | |  | | **✓** | |  |
| **Personal Attributes** | | | | | | | | | | | | |
| Essential |  | |  | |  | |  | |  | |  | |
| * Good communicator |  | |  | | **🗸** | |  | |  | | **🗸** | |
| * Good team worker |  | |  | | **🗸** | |  | |  | | **🗸** | |
| * Able to communicate effectively with young people and staff |  | | **🗸** | |  | |  | |  | | **🗸** | |
| * An ability to prioritise and work under pressure |  | |  | |  | |  | |  | | **🗸** | |
| * Ability to use own initiative and work with minimum supervision |  | | **🗸** | | **🗸** | |  | |  | | **🗸** | |
| * Commitment to on-going professional development | **🗸** | |  | | **🗸** | |  | |  | | **🗸** | |
| * Flexible approach to work |  | |  | | **🗸** | |  | |  | |  | |
| Desirable |  | |  | |  | |  | |  | |  | |
| * Demonstrate knowledge of and commitment to equality of opportunity and treatment for all members of the college community |  | |  | | **✓** | |  | |  | | **✓** | |
| * Commitment to on-going professional development | **✓** | |  | |  | |  | |  | | **✓** | |
| * An understanding of their responsibilities relating to the safeguarding of young people and vulnerable adults |  | |  | | **✓** | |  | |  | |  | |

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| **Other requirements for employment** |
| Essential |
| * Enhanced DBS check |

Updated: November 2021