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| **Job Description** | |
| **Post title** | Apprentice Childcare |
| **JE Reference No** | N12495 |
| **Grade** | Apprenticeship |
| **Service** | Children and Young People’s Services |
| **Service Area** | Education & Skills – Professional Support & Development |
| **Reporting to** | Senior Officer |
| **Location** | Your normal place of work will be Selby Cottage Childcare Centre, but you may be required to work at any Council workplace within County Durham. |
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| **DBS** | This post is subject to an enhanced disclosure. |
| **Flexitime** | This post is eligible for flexitime. |
| **Politically restricted** | This post is not designated as a politically restricted post in accordance with the requirements of Section 1(5) of the Local Government and Housing Act 1989 and by regulations made from time to time by the Secretary of State. |

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| **Description of role** |

To assist in the delivery of high quality care and education, in line with the Early Years Foundation Stage.

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| **Duties and responsibilities** |

Listed below are the main duties and responsibilities applicable to this post :

* To provide adult led activities and events and provide evaluations of how activities went.
* To understand and follow Safeguarding Procedures of the setting
* To assist in the setting up and clearing away of all activities and equipment.
* To actively encourage children’s progress in all areas of development, types and stages of play by interaction and extension of play activities in line with the EYFS.
* To follow the observation and record keeping system and maintain the records for his or her key children so that the children’s progress is effectively and regularly assessed.
* To contribute to EYFS planning, policies and procedures and record keeping (daily register, accident and incident forms) as requested and led by the senior practitioner.
* To attend in-service training and meetings as required.
* To undertake any other reasonable duties as directed by the Senior Practitioner in accordance with the objectives for the settings quality and improvement plans.
* To handle all details about the children attending the setting confidentially and in accordance with the requirements of the Data Protection Act.
* To carry out all responsibilities and activities with due regard to equality.

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| **Organisational responsibilities** |

* **Values and behaviours**

To demonstrate and be a role model for the council’s values and behaviours to promote and encourage positive behaviours, enhancing the quality and integrity of the services we provide.

* **Smarter working, transformation and design principles**

To seek new and innovative ideas to work smarter, irrespective of job role, and to be creative, innovative and empowered. Understand the operational impact of transformational change and service design principles to support new ways of working and to meet customer needs.

* **Communication**

To communicate effectively with our customers, managers, peers and partners and to work collaboratively to provide the best possible public service. Communication between teams, services and partner organisations is imperative in providing the best possible service to our public.

* **Health, Safety and Wellbeing**

To take responsibility for health, safety and wellbeing in accordance with the council’s Health and Safety policy and procedures.

* **Equality and diversity**

To promote a society that gives everyone an equal chance to learn, work and live, free from discrimination and prejudice and ensure our commitment is put into practice. All employees are responsible for eliminating unfair and unlawful discrimination in everything that they do.

* **Confidentiality**

To work in a way that does not divulge personal and/or confidential information and follow the council’s policies and procedures in relation to data protection and security of information.

* **Climate Change**

To contribute to our corporate responsibility in relation to climate change by considering and limiting the carbon impact of activities during the course of your work, wherever possible.

* **Performance management**

To promote a culture whereby performance management is ingrained and the highest of standards and performance are achieved by all. Contribute to the council’s Performance and Development Review processes to ensure continuous learning and improvement and to increase organisational performance.

* **Quality assurance (for applicable posts)**

To set, monitor and evaluate standards at individual, team and service level so that the highest standards of service are delivered and maintained. Use data, where appropriate, to enhance the quality of service provision and support decision making processes.

* **Management and leadership (for applicable posts)**

To provide vision and leadership to inspire and empower all employees so they can reach their full potential and contribute to the council’s values and behaviours. Managers and leaders must engage in personal development to ensure they are equipped to lead transformational change; always searching for better ways to do things differently to meet organisational changes and service priorities.

* **Financial management (for applicable posts)**

To manage a designated budget, ensuring that the service achieves value for money in all circumstances through the monitoring of expenditure and the early identification of any financial irregularity.

*The above is not exhaustive and the post holder will be expected to undertake any duties which may reasonably fall within the level of responsibility and the competence of the post as directed by your manager.*

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| Person specification | | |
|  | Essential | Desirable |
| Qualifications | * To have achieved a GCSE in English Language/English Literature at Grades A\*-C or equivalent. * Willingness to work towards a recognised qualification in Early Years and Child Care | * Early years childcare and education experience * Current first aid certificate * Safeguarding certificate |
| Experience | * General experience of working with children within an organisation | * Placement working with children * Experience working with children on a voluntary basis. |
| Skills & Knowledge | * Ability to communicate, verbally and in written form, with children, parents, carers and colleagues * Ability to provide and facilitate safe and creative play * Ability to work as part of a team. | * Supported groups of children in organised activities * Knowledge of Safeguarding Procedures |
| Personal Qualities | * An understanding of and ability to deliver good quality childcare and education. * Enjoys working with young children * Is patient * A commitment to Equal Opportunities |  |