**Job Description –Apprentice**

**Reports to –** Brambles Setting Manager

**Purpose of the Job**

To learn about working effectively in a multi-disciplinary team, providing a stimulating and caring environment for children aged 0-5.

**Main Duties**

1. To learn how to plan, prepare and participate in a range of activities that promote each child’s physical, intellectual, and emotional needs, and encourage linguistic and social interaction between the children and their carers.
2. To learn how to be responsible for a group of children, by observing, monitoring, and accurately recording each child’s development in line with the curriculum planning of ‘The Early Years Foundation Stage’.
3. To attend parent evenings / open days as required, and learn to communicate with parents, carers about the day-to-day needs of the children by fostering parental involvement and encouraging positive parenting skills.
4. To learn how to promote the philosophy of ‘learning through play’.
5. To learn how to help children acquire self-help skills, including dressing, feeding, toilet training, and an awareness of personal hygiene.
6. To ensure that all children are treated as unique individuals with respect and full consideration, in line with the Childcare Centres Equal Opportunities Policy.
7. To attend staff and team meetings as appropriate.
8. To learn about ensuring the environment meets safety and hygiene requirements.
9. To learn about the Children Act 1989 and other statutory requirements.
10. To learn how to maintain records and documentation that, comply with statutory requirements.
11. To learn how to respond to Child Protection Policy and Confidentiality.
12. To undertake the apprenticeship training including NVQ in Childcare, Certificate in Childcare and Key Skills in Communication and Application of Number.
13. This job description is not an exhaustive list of duties and the postholder will be required to under take any other reasonable duties discussed and directed by the Setting Manager. The post holder is also expected to be flexible and adaptable in their approach to fulfilling their duties.

A love of the outdoors!