

# Job Description and Person Specification



Streetsbrook Infant & Early Years Academy has a responsibility for, and is committed to, safeguarding and promoting the welfare of children, young people and vulnerable adults, and requires all staff and volunteers to share this commitment.

Streetsbrook Infant & Early Years Academy is committed to equal opportunities and expects all staff and volunteers to recognise and value differences.

## SECTION A: Role Profile

<b>Post Title</b>	Early Years Apprentice	<b>Post No</b>	
<b>School</b>	Streetsbrook Infant & Early Years Academy		
<b>Band and Salary</b>	Apprentice rate £10,187-£20,048.80 (dependant on age)		
<b>Responsible to</b>	Headteacher/Manager of Streetsbrook Childcare		
<b>Location</b>	Ralph Road, Shirley, Solihull, B90 3LB		
<b>DBS Check</b>	Enhanced check for regulated activity for working with Children		
<b>Special Conditions</b>	37 hours a week with varying shifts between 7.30-6.00pm to suit the needs of the setting. Monday to Friday, all year round.		

### Role Purpose

This post which involves being part of a highly effective team in delivering a high quality childcare/education service to meet the needs of the children and their families.

### Role Responsibilities

#### Provision

- To implement the requirements of The Statutory Framework for the Early Years Foundation Stage
- To provide and support a high standard of physical, emotional, social and intellectual care for all children in Childcare and protect all children from harm and neglect.
- To be flexible and creative and be committed to providing first class childcare and education
- To promote good practice in a professional and inclusive manner
- To work within school policies and procedures
- To promote inclusive attitudes and practices

#### Working in Partnership

##### Children:

- To work and interact with the children encouraging them to participate in all activities and projects
- To encourage the children to be involved in initiating their own activities and projects

- To be an effective key person, keeping records of your key children's development and floor books, ensuring that relevant records for key children are kept up to date and shared with children, parents/carers and other key adults in the child's life.

#### **Staff:**

- To work with other staff to plan and implement a varied, exciting and flexible range of activities, which are age appropriate
- To work in partnership with other childcare/school staff as part of a highly motivated and professional team
- Work in close partnership with all school staff and support the whole school ethos
- To work in partnership with management to promote a positive and proactive approach in order to uphold a highly motivated and professional team
- To complete day-to-day administration and record-keeping
- To promote positive and inclusive partnerships with parents and close working relationships with school staff

#### **General:**

- To show a real commitment to your own on-going CPD through attending and participating in staff meetings and attending relevant training opportunities/courses
- To be fully involved in holiday clubs
- To be fully involved in whole school events e.g. Christmas and Summer fairs
- To have regard for the Health & Safety policy and your responsibilities under it

#### **People**

- Carry out Key Person role by:
  - maintaining close liaison with Parents in order to be aware of and respond appropriately to the needs of all children in your care
  - Understand and apply the school behaviour systems in order for the children to learn and play within agreed parameters
  - Engage with personal Performance Management opportunities and identify and attend relevant personal Continuing Professional Development (CPD)

#### **Safeguarding**

Streetsbrook Infant & Early Years Academy is committed to keeping children, young people and vulnerable adults safe. The post holder is responsible for promoting and safeguarding the welfare of the children, young people and vulnerable adults for whom she/he is responsible or comes into contact with.

- Support the Manager in promoting safeguarding and welfare, being specifically responsible for the children, young people and vulnerable adults s/he is responsible for, or comes into contact with
- Refer any safeguarding issues to the school's DSL immediately.

#### **Financial**

- Advise Childcare Manager of personal thoughts for how finances could be best used to maintain and develop the provision.

#### **Buildings & Equipment**

- Support the Childcare Manager/Teacher in the setting up, use of and clearing away of resources
- Report any health and safety concerns to the Childcare Manager/Business Manager
- Be responsible for carrying out any other duties as required by the school which are commensurate with the post.

#### **Health & Safety**

The post holder will be responsible for his/her own health and safety. All duties and responsibilities must be carried out in line with the specific requirements detailed in the school's Health and Safety policies.

### **Policies & Procedures**

The post holder will be accountable for ensuring that he/she is aware of relevant School policies and that all duties and responsibilities are carried out in line with the appropriate policies and procedures. To engage with and adhere to all relevant school policies eg. No Smoking, Health and Safety, Data Protection, Equal Opportunities and Safeguarding.

### **Mobility**

This post requires flexibility as the post holder will be required to transfer to any post appropriate to their grade at Streetsbrook Infant & Early Years Academy.

### **Equal Opportunities**

Streetsbrook Infant & Early Years Academy is committed to Equal Opportunities and expects all staff and volunteers to recognise and value differences and to treat everyone with dignity and respect.

### **Variations to Job Descriptions**

Due to changing customer demands, duties and responsibilities are likely to vary from time to time and Streetsbrook therefore retains the right to amend job descriptions to reflect changing requirements.

### **Training and Development**

Streetsbrook Infant & Early Years Academy is committed to the personal and organisational development of the individual. The post holder will be encouraged to identify job-related development needs.

### **Lean**

Streetsbrook Infant & Early Years Academy is committed to improving and streamlining its processes using 'Lean' techniques and expects all employees to share its commitment to continuous improvement.

### **Core Qualities & Leadership Framework**

Streetsbrook Infant & Early Years Academy expects all staff to demonstrate the behaviours in the Core Qualities Framework and where appropriate, those in the Leadership Framework, to an acceptable level.

## **Section B: Person Specification**

	<b>Essential Criteria</b>	<b>Desirable Criteria</b>	<b>Measured By</b>
<b>Education &amp; Qualifications</b>	GCSE qualifications including Maths and English grade 4/C or above. Committed to working towards and completing Early Years Educator qualification level 3		Application
<b>Experience &amp; Knowledge</b>	Understanding of child development through play and learning and having experience of working with children aged 2 and above.	Promoting the participation of children.	Application Interview
	Ensuring the health, safety and welfare of children	Relevant Health and Safety experience. Awareness of child protection issues	Application Interview

	Awareness of needs of disadvantaged groups	Working with children with additional needs	Application Interview
	To promote equal opportunities and work in an anti-discriminatory way.	How to effectively implement equality and diversity aspects	Application Interview

<b>Skills &amp; Abilities</b>	Skilled in communicating with children, parents and with school staff plus external child related agencies	Special interests transferrable to children	Application Interview
	Able to build effective relationships with children, staff and parents	Able to understand generic and specific needs of children including those with SEN	Application Interview
	Ability to provide and facilitate safe and creative play.	Able to adapt activities to suit need	Application Interview

<b>Core Behaviours</b>	<b>Excellence</b> - With enthusiasm, you work to deliver a high-quality service from your work location, whether that be in a Council building or in a remote working location, to meet customer, organisation and personal expectations. You adopt a 'can do' attitude in all of the work you deliver, ensuring it meets the needs of current and potential customers.	Interview
	<b>Simplicity</b> - You actively seek ways to prevent over-complication or confusion, by adopting the most simplified approach to work. You communicate clearly and concisely, ensuring that the message is understood by all taking into account hybrid working.	Interview
	<b>Trust and Respect</b> - You are aware of your impact on others including confidentiality, team relationships and wellbeing. You value openness and listen carefully to understand the views of others. You promote the values of inclusion and diversity and actively work to minimise any harm caused to others in order to foster an environment of mutual trust and respect	Interview
	<b>Working Together</b> - You work with others to reach a common goal; sharing information, supporting colleagues, both in their work and wellbeing, and searching out expertise and solutions from relevant partners and/or the communities we serve.	Interview
	<b>Responsibility</b> - You take ownership for your own wellbeing, work and working environment and use your initiative to deliver. You are accountable for your own performance and development, and you take responsibility for your actions and decisions.	Interview

<b>Other Requirements</b>	Commitment to: Equal opportunities Safeguarding of children High quality childcare provision Being reliable and efficient.		Application Interview

<b>Compiled/Reviewed by</b>	Jade Taylor, Childcare Manager
<b>Date</b>	September 2024

## **Section C: Additional Information**

### **Corporate Parent Responsibilities**

All employees should act as an advocate for our Looked After Children; fulfilling our corporate parenting responsibilities by considering Children and Young People in everything we do.

### **Health and Safety**

Health and safety laws require all employees to help Streetsbrook maintain and improve health and safety standards. This means that the post holder must take reasonable care of his/her own and others' health and safety and co-operate with any reasonable request to support the School, managers and other employees, in meeting their health and safety legal responsibilities. Line managers have additional responsibilities to ensure that policies, procedures and safe systems of work are implemented on a daily basis.

All duties and responsibilities must be carried out in line with the School's Corporate Health and Safety Policy and any local safety procedures.

### **Information Management**

As an employee of the School, the post holder will be expected to manage information in accordance with standards outlined in the Corporate Records Management and Information Security policies. They will ensure that information used is held and transmitted securely in a manner commensurate with its sensitivity, and that it complies with the provisions of Data Protection legislation and guidance.

The post holder will be accountable for ensuring that he/she is aware of relevant School policies and that all duties and responsibilities are carried out in line with the appropriate policies and procedures.

### **Training and Development**

The School is committed to the personal and organisational development of the individual. The post holder will be encouraged to identify job-related development needs.

### **Solihull Behavioural Framework**

The School expects all employees to conduct themselves in a way that is consistent with the values and behaviours set out in the Solihull Behavioural Framework.

### **Mobility**

Whilst this post is initially to a specific post, the post holder may be exceptionally required to transfer to any post appropriate to their grade at such a place as in the service of the School they may be required.

### **Variations to Job Descriptions**

Due to changing customer demands, duties and responsibilities are likely to vary from time to time and the School therefore retains the right to amend job descriptions to reflect changing requirements.