

Early Years Apprenticeship Role Description

Nurture Outdoor Values

It is expected that employees of Nurture Outdoor Kindergarten uphold the following core values of the company at all times and that these are reflected in all aspects of their work:

Inspiring...passion, positivity, high expectations, motivated focusing on strengths, enthusiasm.

Considered...responsible, thoughtful, give and take time, be aware, careful investigation, proactive.

Love...compassion, joy, commitment, patience, happiness, trust, respect

Learning...enjoying the journey, always developing, embrace change, evolve, studious, researcher

Context and Purpose of the Role

To provide an outstanding developmental environment for children, guided by the Early Years Foundation Stage, Company approach, Staff Handbook, and Company Policies.

The Trainee Early Years Practitioner has Responsibility for:

- Developing and maintaining the outdoor and indoor spaces
- Supporting and nurturing the children at the Kindergarten as well as supporting the whole team
- Becoming a practitioner attuned to the child and their environment
- Attending training in line with your Apprenticeship training
- Meeting the statutory requirements and the expectations of the Company as laid out in the relevant documentation (see Context and Purpose of the Role above)

Main Duties (list is not exhaustive, but shows range of duties required)

The Environment:

- Preparing the environment and rotating resources & books
- Preparing the environment at the beginning of the day
- Maintaining the environment during the day
- Cleaning the environment at the end of the session and day
- Letting the manager know when new supplies are needed

The Child:

- Ensuring that safeguarding and health and safety procedures are being followed at all times
- Treating each child as a unique individual
- Supporting new children in settling into the environment as appropriate
- Carrying out observation, assessment and planning for own key children (in own time), and all the children in the nursery, including statutory assessment requirements
- Responding to the needs of children, based on their interests and developmental needs, following advice and guidance from colleagues and the nursery management team
- Changing nappies and clothing as needed
- Contributing to the completion of records such as accident, incident and medical forms as well as sleep and nappy charts
- Discussing any concerns about a child's welfare or development with the nursery management

The Adult:

- To be punctual and professional at all times, interacting with children, parents and colleagues in a friendly and considered manner
- Following all Company policies and procedures at all times
- Working alongside the nursery management and colleagues to ensure that the Company's philosophy and standards are fulfilled

- Looking upon the nursery as a "whole": considering where your help can be most utilised, so that you are always aware of the individual needs of all children and colleagues
- Respecting the importance of working in partnership with parents at all times: if appropriate (and following discussion with the nursery manager) communicating about a child's time at nursery at drop-off and collection times or referring the parent to a colleague who can help
- Working in a respectful, effective and positive way with colleagues
- Engaging in continuous professional development opportunities (at least three days of training each year) including supervision, appraisal and staff meetings
- Maintaining confidentiality at all times
- Attending parent meetings
- Acting as a role model at all times in behaviour, manner and appearance
- Working as a full member of the team, showing adaptability and flexibility to situations, and effective communication with colleagues
- Asking for help and support when needed
- To communicate directly with the nursery management team in the event of any concerns, short falls or inappropriate conduct.

Required Qualifications, Experience and Knowledge

- Working towards a level two qualification in early years
- A commitment to excellence in early years care and education
- A love of the outdoors as a learning environment

Desirable Qualifications and Experience

- Some experience in an early years setting
- Developing a knowledge of the EYFS and of high quality early years practice including statutory requirements
- Knowledge of and commitment to: child protection, health and safety, equal opportunities and SEN/Inclusion

Skills and Abilities

- A team player with a resilient and flexible approach to deal with unforeseen events
- Approachable manner
- Excellent communication skills, both oral and written
- Ability to ensure tasks are completed in a timely and effective manner

Physical Requirements

- This position requires an ability to perform the following job requirements, with or without reasonable recommendations:
 - Kneeling - Bending -Sitting on the floor -Pushing/Pulling - Jumping
 - Running - Dancing - Sweeping - Singing
 - Standing - Twisting at the waist - Raising arms above the head
 - Rising from kneeling/sitting position - Lifting and carrying children up to the age of 6.

Nurture Outdoor Kindergarten Safer recruitment statement.

Nurture Outdoor Kindergarten are committed to safeguarding the welfare of all children in our care. All therefore must be willing to undergo effective child protection and safeguarding screening, this will include references from previous employers and a DBS check and then registered with the Update service . We shall also seek compliance with sections 15-25 of the immigration, Asylum and Nationality Act 2006 (eligibility to work in the United Kingdom of Great Britain).

All staff must confirm they are not included on Children's barred list or PoVA or barred by the Independent Safeguarding Authority; or disqualified from working with children, or live with someone who has been disqualified from working with children, or been refused registration or had it cancelled; subject to sanctions imposed by a regulatory body, e.g. the Teaching Agency or Health and Care professions council and Ofsted.

All our posts are exempt from the Rehabilitation of Offenders Act 1974 and therefore all convictions, cautions, reprimands and warnings including those regarded as 'spent', must be declared.