# ROLE SUMMARY

**Job Title: Apprentice Early Years Practitioner (Nursery)**

**Responsible to: Senior Early Years Practitioner (Nursery)**

**Updated: 1st April 2017**

**All staff must implement and comply with Halifax Opportunities Trust policies and procedures including Health & Safety, Safeguarding, Equal Opportunities and Confidentiality.**

This role covers four main areas of responsibility:

* ***Development and Delivery of Services*** to assist within the team to provide learning opportunities and support to providedelivery of services within the designated Nursery as part of the Children’s Centre core purpose
* ***Partnership Working*** work within a team to improve relationships with all partner agencies
* ***Information Management*** provide effective communication and support the collection of data and evidence
* ***Asset Management*** delegated responsibility for the Children’s Centre security, resources and equipment

## Responsibilities

#### Key Results Area One: Development and Delivery of Service

**To assist within the team to provide learning opportunities to:**

* Support in the Nursery rooms to ensure efficiency in service delivery, to ensure high standards of organisation, care, learning and education within the Nursery, in line with the Early Years Foundation Stage.
* Support the creation and development of new initiatives to compliment the Nursery
* Understand Health & Safety issues, and to act appropriately should areas of concern arise, in line with the Children’s Centre Health & Safety policy and procedures
* To understand child protection issues, and to act appropriately should areas of concern arise, in line with the Children’s Centre safeguarding policy and procedures
* Support the development and implementation of the Nursery business plan that will underpin delivery of the outcomes required against the Children’s Centre Core Purpose
* Remain informed of business activity and of their required contribution towards the business plan
* Report to the Senior Early Years Practitioner (Nursery) on progress and issues that may arise
* Ensure high standards of organisation, care, learning and education within the Nursery that meet the Ofsted legal requirements and contract requirements, assisting to meet the targets set in the contract around 2,3 & 4 year funding
* Promote and engage parent/carers in the successful admission and transition for children and families
* Ensure that the setting is inclusive, and allows everyone to be themselves (so far as this does not interfere with other individuals` rights to be themselves), and enables all children to develop to their full potential
* Actively promote the engagement of the local community in service design and delivery
* To have delegated responsibilities for specialist areas and other duties as agreed with Senior Early Years Practitioner

***Key Results Area Two: Partnership Working***

* Identify, build and maintain effective relationships with external agencies
* Apply innovative methods of working with internal and external agencies for producing relevant outcomes
* Ensure that data and information is shared between agencies appropriately to support positive outcomes for children and families in line with policies and procedures
* Identify and implement appropriate communications to relevant stakeholder groups
* Establish and develop collaborative relationships and effective communication within and across the organisation including attendance at appropriate meetings, including safeguarding.
* Establish and develop collaborative partnerships outside the company that market and engage HOT and CC brands, images and values
* Communicate with customers to keep them up to date with current issues

#### Key Results Area Three: Information Management

* To assist within the team to apply protocols, procedures, processes and tools for data analysis
* Efficient and effective use of Cezanne HR system
* To assist within the team to complete observations and track children’s progress, measuring the outcomes against agreed Early Years Foundation Stage Performance and completion of reports within agreed timescales
* To assist within the team to contribute towards the preparation of progress reports for the nursery setting in conjunction the Senior Early Years Practitioners and the Deputy Children’s Centre Manager (Nursery) within delegated timescales
* To assist within the team to contribute to the maintenance of the administration systems to collate data and evidence to demonstrate the impact of service delivery and audit requirements.
* To assist within the team to contribute to the updating of the Nursery Self-Evaluation Form and documents required for the Nursery Ofsted inspection
* To assist within the team to support the implementation of strategies to raise quality of learning and education
* Attend meetings, briefings and training sessions relevant to Nurseries and share this information within your team

***Key Results Area Four: Asset Management***

* Responsible for the management of the security of information retained by the nursery team
* To assist with the maintenance of the buildings in line with the lease agreements for designated area
* To assist with the up keep of asset registers for the Nursery
* To have delegated responsibility for the monitoring and safekeeping of mobile phones, laptops, cameras, ID badges and diaries
* To assist in the care and maintenance of equipment and resources needed to carry out the duties of the post

***Personal Development***

* Take responsibility for own personal and professional development, in line with agreed annual performance objectives
* Adopt a creative and innovative approach towards practice by being open to opportunities for improvements, and encouraging staff to make suggestions
* Attend and complete actions from regular Supervision sessions with line manager
* Attend regular staff meetings, training days and other training as required
* Work flexibly to meet the needs of the Service, including, evenings and weekends
* Maintain up to date knowledge regarding legislation

***Interfaces***

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| *Internal*:   * HOT Trustee Board * Nursery staff team * Children’s Centre management team | *External*:   * Families, members of the local community * Professional colleagues in other agencies working with local children & families * Persons in connection with supply of goods and services * Schools, nurseries * National and regional support organisations * Students on placement * Service users – children and their parents/carers |

The responsibilities reflect the core activities of the role and are not intended to be exhaustive. Other activities or duties may be required, or changes in emphasis needed, from time to time to meet the needs of the organisation and it is expected that the role-holder will adopt a flexible approach in this respect. All roles and responsibilities are regularly reviewed and revised where necessary to ensure that organisation needs continue to be addressed.