Job description

Post title: Early Years Educator Apprentice   
Service area: Learning and AchievementGrade: London Living WageReports to: Senior Early Childhood PractitionerYour team: Bright Start North, South Westborne Early Years Centre

Our mission

We are determined to create a more equal Islington, where everyone who lives here has an equal chance to thrive.

To do this, everyone who works at Islington Council lives by a set of values which guide us in everything that we do: collaborative, ambitious, resourceful, and empowering. They spell out ‘CARE’, which is what we think public service is all about.

[Watch our video](https://www.youtube.com/watch?v=LfdyvXRk5a0) to hear more about our mission and how you can help us achieve it from the Leader of the Council, Cllr Kaya Comer-Schwartz.

Apprenticeship Programme

Islington Council offers a wide range of high-quality apprenticeships. Alongside your job, you will complete a nationally recognised apprenticeship training course. On the job you will gain experience and skills required for your apprenticeship discipline. You will join the Bright Start North or South team or Westborne Early Years Centre to support them to deliver positive outcomes for children aged 0-5

Key responsibilities

1. Undertake a development programme leading to a [Level 3 Early Years Educator](https://www.instituteforapprenticeships.org/apprenticeship-standards/early-years-educator-v1-3) apprenticeship qualification.
2. Use the dedicated time given to complete studies and coursework.
3. Actively participate in your own development. This includes carrying out duties of your role and completing coursework within agreed deadlines.
4. With supervision to develop skills and experience in:
   1. **Planning and supervising activities** – work with your team and parents to provide a friendly, safe and stimulating play and learning environment, which meets children’s physical, social, emotional and intellectual development
   2. **Safeguarding** – undertake necessary training and report issues where required
   3. **Child Development** – to plan, deliver and evaluate play and creative activities for children aged 0 to 5 years
   4. **Observation and Assessments** - support each key child’s individual learning journey through on-going observation, assessment and planning in partnership with parents/carers and other colleagues
   5. **Child Behaviour** – work with staff and parents to maintain appropriate positive behaviour with children.
   6. **Key Person responsibilities** - Be a key person for a small group of children, providing each child with continuity of care throughout their time at the setting, in partnership with their parent/carers
5. Attend staff meetings and INSET days
6. collaborate with the team to undertake daily tasks
7. Constructively take part in meetings, supervision, seminars, and other events designed to improve communication.
8. Use information technology systems to carry out duties in the most efficient and effective manner.
9. Achieve personal performance targets, as agreed by your line manager.
10. Carry out duties and responsibilities in accordance with the Council’s customer care standards.
11. Be committed to the Council’s ambitions and CARE values (see above).
12. Undertake other duties compatible with your learning and development as required.

Compliance

Ensure legal, regulatory and policy compliance under GDPR, Health and Safety and in area of your specialism identifying opportunities and risks and escalating where appropriate.

Work style

Frontline Role [; give a description of what this means for your apprentice] ￼The role will require occasional Saturday's

Person specification

You should demonstrate on your application form how you meet the criteria. Please ensure you address all the criteria as this will be used to assess your suitability for the post.

Essential criteria

Qualifications

|  |  |  |
| --- | --- | --- |
| Essential criteria | Criteria description | Assessed by |
| E1 | Interest and motivation to work and obtain [L3 Early Years Educator](https://www.instituteforapprenticeships.org/apprenticeship-standards/early-years-educator-v1-3) apprenticeship qualification | Application/Interview |
| E2 | Ability to meet the course entry requirements:   * Pass course suitability assessments | Training provider assessment |

Skills

|  |  |  |
| --- | --- | --- |
| Essential criteria | Criteria description | Assessed by |
| E3 | Ability to communicate effectively | Application/Interview/ |
| E4 | Ability to work as part of a team | Application/Interview |
| E5 | Ability and willingness to follow instruction and learn new tasks. | Application/Interview |
| E6 | IT skills and ability to learn new systems. | Application/Interview |
| E7 | Ability to adapt successfully to change. | Application/Interview |
| E8 | Excellent time management skills. | Application/Interview |
| E9 | Ability to maintain confidentiality. | Application/Interview |

Special requirements of the post

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| --- | --- | --- |
| Essential criteria | Criteria description | Assessed by |
| E10 | Meet Islington Apprenticeship eligibility criteria:   * Islington resident or * Islington care leaver or * Islington school leaver in the last 12 months | Application |
| E11 | This role will require you to obtain an Enhanced satisfactory clearance from the Disclosure and Barring Service | Application/Interview |

Our accreditations

Our accreditations include: the Healthy Workplace award; Timewise; London Living Wage Employer; Disability Confident Committed; The Mayor’s Good Work Standard; Stonewall Diversity Champion; and Time to Change.

