



## Job Description

<b>Job Title</b>	Early Years Apprentice
<b>School/Service/Institute</b>	Institute Of Education - Childcare & Family Services
<b>Normal Workbase</b>	Stoke
<b>Tenure</b>	Permanent
<b>Grade/Salary</b>	Apprentice
<b>FTE/Hours</b>	Fulltime, working 37 hours per week (Usually between 7.50 – 6pm)

### Job Purpose

To provide a high standard of childcare and education within Staffordshire University Nurseries. Meeting Early Years Ofsted and statutory requirements.

### Relationships

Reporting to:	Nursery Manager
Responsible for:	Care and Education of Children aged 0-8yrs
Key Relationships:	Children, Childcare Management team, Parents, Students and relevant external specialist services

### Main Activities

- To adhere to all Childcare legislation, meet legal requirements set out in the Statutory Early Years Framework, Special Educational Needs and Disability Code of Practice and Health and Safety requirements
- Have responsibility and be accountable to safeguard children and act in accordance with service policies and Local Safeguarding Boards procedures
- To adhere to the policies, procedures and quality standards set out by the Childcare Management Team and contribute to consultation and development of policies and procedures as appropriate
- Deliver the requirements set out in Early Years Foundation Stage Statutory Framework (EYFS) relevant to full day-care settings
- To assist the designated key person for a small group of children, to establish and maintain positive relationships with children and their families in a way that values parental involvement and supports children's development and well-being
- Develop high quality teaching utilising varied and appropriate teaching strategies providing meaningful learning experiences that support the holistic development of children within the setting

- To assist in formative and summative assessment of children's care, learning and developmental to shape future learning opportunities.
- To assist in the planning, preparation, delivery of indoor and outdoor learning experiences to enhance children's physical, intellectual, linguistic, emotional, social and moral development
- With support follow Special Educational Needs and Disability code of practice
- Communicate with parents/ carers and to contribute to the work of a multi-professional team about children's well-being, learning and development and, where appropriate, coordinate and implement agreed programmes and interventions on a day-to-day basis to improve outcomes
- To promote children's pro-social behaviour, resilience, self-regulation and independence through using effective support strategies and developing children's emotional and social capabilities in line with emotional and behavioural well-being policies
- To promote children and families' rights, equality, inclusion and anti-discriminatory practice in all aspects of the nursery along with exposing children to experiences and learning opportunities within their local community.
- To establish and maintain a safe environment and employ practices that promote children's health, safety and physical, mental and emotional well-being
- To be responsible for the care, cleaning and maintenance of nursery resources and equipment, reporting loss/damage, issues, low stocks to management team
- To carry out, review and implement risk assessments and safety walks in-line with requirements set out in University, Nursery and EYFS Safeguarding and Welfare requirements
- To assist, attend and engage in OFSTED preparation, open days, team meetings, nursery projects and developments, actively participate in fund raising activities as required out of usual working hours
- To work collaboratively and cooperatively with all colleagues as part of a team
- To work shifts as appropriate and cover colleagues' absences as and when necessary
- To attend and engage in level three training as part of Apprentice agreement
- To be proactive in engaging in self-reflection and the continuation of own professional development learning, such as; participating positively in supervisions, team meetings, teaching and learning observations, observation, assessment and planning monitoring, appraisals, reviews, nursery improvement plans, Ofsted self-evaluation and attending training including mandatory courses such as; food hygiene, paediatric first aid, prevent and safeguarding
- To act as an ambassador/ advocate for the organisation and maintain a positive image of its ethos and objectives. Adhering to service professional standards and competencies framework
- To participate in key University events including Open Days, Visit Days and Awards Ceremonies; promoting the provision within Student and Academic Services as appropriate
- Any other duties or responsibilities as may reasonably be required by the Director of Academic and Student Services or Head of Student Services

- To undertake appropriate professional development and mandatory training activities as identified or required (See Professional Development section).
- The role holder is required to minimise environmental impact in the performance of their role and to actively contribute to the delivery of the University's Environmental Sustainability Policy

### **Special Conditions**

This post is fulltime, working 37 hours per week. Hours of work will usually be 7.5 hours per day Monday to Friday between the hours of 7.50am - 6.00pm. (Time will be allowed to attend college in relation to obtaining Level 3 qualification as appropriate)

There will be a need for the postholder to work occasional weekends to cover marketing and recruitment activities.

This post is exempted under the Rehabilitation of Offenders Act 1974 and as such, appointment will be subject to the University being satisfied with the outcome of an enhanced DBS check of criminal records via the Disclosure and Barring Service. This will include details of cautions, reprimands or final warnings, as well as convictions.

### **Professional Development**

The University will support and encourage the postholder to engage in continuous professional development activities through the YOURCareer@Staffs framework. This framework supports postholders to identify appropriate development opportunities. Continuing Professional Development (CPD) activity will be recognised by a bi-annual Performance and Development Review (PDR) discussion.

### **Variation to Job Description**

The University reserves the right to vary the duties and responsibilities of its employees within the general conditions of the Scheme of pay and conditions and employment related matters. Thus, it must be appreciated that the duties and responsibilities outlined above may be altered as the changing needs of the service may require.

### **Conditions of Service**

The postholder will be employed by Staffordshire University Services Limited.

Staffordshire University Services Limited is a wholly owned subsidiary company of Staffordshire University which recruits and provides both academic and professional support staff to the University. You will be subject to Staffordshire University's policies and procedures and will be eligible to participate in the Staffordshire University Pension Scheme.

### **Application Procedure**

Should you wish to discuss this vacancy informally before making an application please contact:

Amanda Sherratt, Head of Childcare and Family Services on 01782 294973 or Susan Hambleton, Nursery Manager on 01782 294981 (please call if you wish to organise a visit

to the nursery prior to interview).

Please email your CV to Susan Hambleton, Nursery Manager: [nursery@staffs.ac.uk](mailto:nursery@staffs.ac.uk) letting us know which role(s) you're particularly interested in.

### Guidance for Disclosure Applicants

Please note that, if offered this position, the appointment procedure requires an Enhanced level of Disclosure with the Disclosure & Barring Service (DBS) (formerly CRB) as detailed above in the enclosed job description.

Enhanced Disclosures are for posts that involve a significant degree of contact with children or vulnerable adults. In general the type of work will involve regularly caring for, supervising, training or being in sole charge of such people.

A Disclosure is a document containing information held by the police and government departments. It can be used by employers to make safer recruitment decisions and is provided by the Disclosure & Barring Service (DBS), an executive agency of the Home Office. Disclosures will provide details of a person's criminal record including relevant cautions, convictions, reprimands and warnings held on the Police National Computer (PNC). Depending on the level of Disclosure it might also contain information held by government departments and local police forces.

In applying for a Disclosure the successful applicant will be provided with the relevant form and guidance notes supplied by DBS. The form must be completed and returned to Human Resources & Organisational Development together with various **original** documents confirming identity (full details will be provided at the time). The successful applicant will be required to disclose all reprimands, warnings, cautions and convictions that are not 'protected' as defined by the *Rehabilitation of Offenders Act 1974 (Exceptions) Order 1975 (Amendment) (England and Wales) Order 2013*. Certain spent reprimands, warnings, convictions and cautions are 'protected' and as such are not required to be disclosed. Any such protected offences cannot be taken into account, when making recruitment and suitability decisions.

The completed Disclosure application form will be countersigned and forwarded to the DBS by Human Resources & Organisational Development.

The DBS will then undertake the necessary checks with the Police and other relevant authorities.

After all checks have been carried out, the DBS will send the Disclosure directly to the applicant, which will list any details obtained from those checks. This Disclosure must be presented to the School/Service to be scrutinised- details of whom this document must be presented to will be given at the time. In the event of the DBS check highlighting information held on any of the databases accessed, it may be necessary for a meeting to be convened with the successful applicant in order for an informed decision to be made as to whether or not this affects the offer of appointment. The final decision as to whether appointment can proceed will be made by the Director of Human Resources.

### Policy Statement on the Recruitment and Employment of Ex-Offenders

#### Background

The first priority of Staffordshire University and Staffordshire University Services Limited is the safety and welfare of children and vulnerable adults in our care, who use the services of the University or come into contact with members of the University and associated companies. We

intend to achieve this by exercising rigour and vigilance in employment-making; criminal record Disclosures are central to this.

Recipients of criminal record Disclosures must duly comply with the DBS Code of Practice as well as the University's policies and procedures. Disclosure information will be treated as sensitive personal data; recipients will follow the University's data protection and criminal record checking procedure when handling Disclosure information. The organisation will treat all applicants fairly judging people's criminal records on merit, in accordance with the law and in relation to the responsibilities of the post in question. The University and Staffordshire University Services Limited will not subject anyone who discloses a criminal record to unfair treatment on the basis of convictions, subject to relevant legislation and reasonable judgement.

#### Policy Statement

- As an organisation using the Disclosure & Barring Service (DBS) Disclosure service to assess applicants' suitability for positions of trust, Staffordshire University Services Limited complies fully with the DBS Code of Practice and undertakes to treat all applicants for positions fairly. It undertakes not to discriminate unfairly against any subject of a Disclosure on the basis of a conviction or other information revealed
- Staffordshire University Services Limited and the University is committed to the fair treatment of its staff, potential staff or users of its services, regardless of gender, race, nationality, religion or belief, disability, age, sexual orientation or trades union activity or offending background
- We have a written policy on the employment of ex-offenders which is available on the University's website
- We actively promote equality of opportunity for all with the right mix of talent, skills and potential and welcome applications from a wide range of candidates, including those with criminal records. We select all candidates for interview based on their skills, qualifications and experience
- A Disclosure is only requested after a thorough risk assessment has indicated that one is both proportionate and relevant to the position concerned. For those positions where a Disclosure is required, all job advertisements and job descriptions will contain a statement that a disclosure will be requested in the event of the individual being offered the position
- Where a Disclosure is to form part of the recruitment process, we encourage all applicants called for interview to provide details of their criminal record at an early stage in the application process. We request that this information is sent under separate, confidential cover, to Human Resources & Organisational Development at Staffordshire University, and we guarantee that this information will only be seen by those who need to see it as part of the recruitment process
- Disclosure is required for all reprimands, warnings, cautions and convictions that are not 'protected' as defined by the *Rehabilitation of Offenders Act 1974 (Exceptions) Order 1975 (Amendment) (England and Wales) Order 2013*. Certain spent reprimands, warnings, convictions and cautions are 'protected' and as such are not required to be disclosed. Any such protected offences cannot be taken into account, when making recruitment and suitability decisions
- We ensure that those in the organisation who are involved in the recruitment process have been suitably trained to identify and assess the relevance and circumstances of the offences. We also ensure that they have received appropriate training and guidance in the relevant legislation relating to the employment of ex-offenders

- At interview, or in a separate discussion, we ensure that an open and measured discussion takes place on the subject of any offences or other matter that might be relevant to the position. Failure to reveal information that is directly relevant to the position sought could lead to a withdrawal of an offer of employment
- We make every subject of a DBS Disclosure aware of the existence of the DBS Code of Practice and make a copy available on request
- We undertake to discuss any matter revealed in a Disclosure with the person seeking the position before withdrawing a conditional offer of employment
- Having a criminal record is not necessarily a bar to working with us; this will depend on the nature of the position, the circumstances and background of offences.