



JOB DESCRIPTION – APPRENTICE EARLY YEARS/ PRIMARY SCHOOL PRACTITIONER

Job Title: Early years/ primary school assistant apprenticeship

Location: Bridge and Ivy Farm, Hacheston, Woodbridge IP13 0AA

Hours of work: 30 hours per week over 5 days.

Reports to: Director and senior staff

Probation Period: 1 months from start date

Contract Length: months from start date

Notice Period: One calendar month

Aim of the post:

To provide support and care for children from age 5 to 11.

This post is subject to a Disclosure and Barring Scheme check at Enhanced level.

Requirements

- Two satisfactory relevant references
- Satisfactory DBS disclosure check
- To demonstrate that you can read effectively and are able to communicate clearly and accurately in spoken and written standard English.

Desirable

- Relevant skills for working with groups of children aged 5 years and up

Main Responsibilities:

- To implement and promote all PLOT policies and the Staff Rules.
- To have an understanding of children's development, their needs and the provision of positive play
- To demonstrate a genuine care for children.
- To care for and supervise the group of children assigned to them.
- To ensure their safety at all times.
- To take an interest in the children and their families, to treat them as individuals and with respect at all times.
- To create an interesting and stimulating environment for the child to develop all their skills.
- To provide support for any children with special needs and to liaise with senior members of staff to promote their welfare and development
- To ensure positive management of children's behaviour.
- To carry out housekeeping duties as appropriate.
- To support a commitment to the theory and practice of equal opportunities.
- To attend staff meetings and training days.

Organizational responsibilities:



- To act professionally, courteously and effectively at all times
- To maintain effective and positive working relationships with staff, children and external organisation
- To ensure the well-being of all children and the integrity of PLOT
- Attend in house annual safeguarding training

Health & Safety

The post holder will:

- Work with due regard to health and safety to themselves and others and will abide by the PLOT Health & Safety Policy.

Safeguarding

- Understand and follow the PLOT safeguarding policy and procedures.

Confidentiality

- Understand and comply with PLOT confidentiality policy.