



# **JOB DESCRIPTION & PERSON SPECIFICATION**

## **L<sub>3</sub> EYFS APPRENTICESHIP**

**FIXED TERM – 21 months (duration of  
the apprenticeship)**

<b>Grade:</b>	Apprenticeship wage until qualified Fixed term for 21 months (18 months + 3-month End Point Assessment) 36 hours per week, 39 weeks of the year Actual salary (including holiday entitlement and weeks worked per year) £23,520.25
<b>Responsible to:</b>	EYFS Lead / Assistant Head Teacher / Head Teacher
<b>Direct Reports:</b>	Nursery Teacher
<b>Job Description Issue Date:</b>	July 2025
<b>Postholder Name:</b>	
<b>Postholder Signature:</b>	

# Job Description

## Purpose of the Role

- To support the Nursery Teacher and EYFS Lead to facilitate the active participation of children in the academic and social activities of the school.
- Contribute to raising standards of achievement for all pupils through quality first provision.
- To be highly ambitious for our children, our families and our setting and to communicate this through actions and words.
- To promote and support the raising of the quality of early years provision, including physical, emotional, social and intellectual education and care for children in the setting.

## General Responsibilities

- Be familiar with and support the school's Vision, Values and Ethos;
- Be aware of and comply with relevant policies and procedures, including those relating to safeguarding, behaviour, SEND, health and safety, confidentiality, staff code of conduct and data protection;
- Embrace and celebrate diversity, ensuring equal opportunities for all;
- Contribute to the overall aims of the school;
- Behave in a professional manner at all times demonstrating mutual respect, good manners, politeness and common courtesies for all members of our community. We expect employees to behave in a manner that role models positive behaviours for our students;
- Ensure own continuous professional development, seeking active opportunities for innovative and effective practice; and
- Undertake any other duties which may reasonably be regarded as within the nature of the duties and responsibilities/grade of the post as defined.
- Whilst completing the apprenticeship ensure that the self-directed study is completed accurately and on time. There is a responsibility on the individual to manage their own time correctly.

## Specific Responsibilities

- Maintain a good understanding of expectations within the EYFS framework and KS1 National Curriculum.
- Keep up-to-date with current legislation, guidance and practice.
- Support the school curriculum, including EYFS and KS1 National Curriculum requirements for English and Maths. Implement planned activities and provision that support the development of the prime areas of learning including Personal, Social and Emotional Development, Communication and Language and Physical Development.
- To have high expectations of all children and their abilities to achieve their full potential with regard to setting targets that are stretching yet within reach.
- To promote excellent practice in EYFS/KS1 at all times, leading by example and actively working in sessions alongside children and staff.
- To support other practitioners in the skills and behaviours that promote good outcomes for children.
- Contribute to the planning and evaluation of work programmes and interventions for individual pupils and groups.
- Monitor and track progress and provide feedback to assist in developing targets.

- Supervise and support pupils within the learning environment/classroom to meet individual needs, promote independence, inclusion, acceptance and equality of access to learning opportunities.
- To establish and sustain a safe, welcoming, purposeful, stimulating and encouraging environment where children feel confident and secure, and are able to develop and learn, in line with the principles outlined in Development Matters and the National Curriculum.
- Promote and model positive interactions with children to build positive relationships with all children to understand their interests and identify next steps in development.
- Keep accurate records to ensure children's attainment can be decided and progress can be monitored
- Contribute to written reporting to parents / outside agencies
- Contribute to team meetings about children's progress and ideas for continuous and enhanced provision
- Be responsible for areas of continuous provision.
- Complete annual training and be paediatric first aid trained as well as having food and hygiene training

### Key Relationships (Internal and External)

- Liaise with Nursery Teacher
- Liaise with other Nursery staff throughout the whole day
- Liaise with and attend team meetings with Nursery Teacher / Phase Leader / SENDCo/Safeguarding Team as requested.
- Take a proactive stance with contacting the SENDCo and Safeguarding team
- Liaise with parents and give information to them about their child (you will be responsible for a group of children as their key worker)

### Notes

- This role is fixed term for the duration of the apprenticeship as directed by the provider.

Education and Skills - <https://education-and-skills-td.com/>

Duration - 18 months + 3-month End Point Assessment

# Person Specification

	Essential	Desirable
<b>Education and Qualifications</b>		
Qualified to Level 2 Early Years Professional Status (this is to be able to qualify for the L3 apprenticeship)	✓	
English and Mathematics qualification GCSE Grade C or equivalent or above As per the course requirements: <ul style="list-style-type: none"> <li>Learners aged 16-18 must provide GCSE evidence of maths &amp; English at grade 4 or above or be willing to complete Functional Skills.</li> <li>Learners aged 19+ must provide GCSE evidence English at grade C/4 or above or be willing to complete Functional Skills.</li> </ul>	✓	
Significant knowledge of, and practice of planning, implementing or delivering Early Years Foundation Stage		✓
Paediatric First Aid training (or willingness to complete as needed as part of the role)		✓
Qualifications in Health and Safety/Food Hygiene (or willingness to complete as needed as part of the role)		✓
<b>Knowledge and Experience</b>		
Commitment to and understanding of the importance of inclusion underpinning all aspects of working life	✓	
Commitment to the provision of high quality childcare with an interest in the care, learning and development of young children, including those children and their families with additional needs	✓	
Knowledge of the National Standards for the regulation of childcare provision	✓	
Good overall understanding and appreciation of issues relating to safeguarding and promoting the welfare of children	✓	
Good working knowledge of current legislation and monitoring requirements under the EYFS and current Ofsted statutory guidance	✓	
Proven administrative experience, including handling confidential staff and child records		✓
<b>Professional Skills</b>		
Always approachable and receptive and responds appropriately, adapts communication style to suit a variety of different audiences	✓	
Excellent interpersonal skills to work productively with pupils, colleagues, parents and outside agencies.	✓	

Ability to plan and provide a variety of stimulating activities and learning experiences suitable to the age and development of the children.	✓	
Actively promotes diversity and inclusion with children, parents/carers and colleagues	✓	

Flexible and open to new ways of doing things, recognises when help is needed and offers support, empowers other members of the team.	✓	
Ability to lead others and identify own training needs		✓

### Personal Qualities

Flexible and adaptable approach	✓	
Proactive as well as being able to be reactive and think quickly on your feet	✓	
Punctuality, patience, reliability and trustworthiness	✓	
Professional approach to all aspects of work	✓	
Resilience and ability to react calmly to challenging situations	✓	
Ability to communicate well with all stakeholders, including parents, staff and outside agencies	✓	
Strong value of teamwork with the ability to support and contribute to the ethos and Values of the school	✓	

The course requirements:

- Learners must be assigned a mentor – this will be the Nursery teacher.
- Learners must have access to a computer or laptop – this is provided in our PPA or staff room.
- Learners must be employed in a role relevant to the course – employed to work in the Nursery.
- Learners must be given 3 hours per week to focus on their studies.
- Learners aged 16-18 must provide GCSE evidence of maths & English at grade 4 or above or be willing to complete Functional Skills.
- Learners aged 19+ must provide GCSE evidence English at grade C/4 or above or be willing to complete Functional Skills.
- Learners must have a contract of employment that covers the full duration of the course – fixed term contract in place for 21 months.
- Learners must be able to provide valid identification and evidence of their Right to Work (if applicable).
- As the learner will be working in a setting without 0-2s, and does not have access to babies in the setting, they can cover the Knowledge, Skills and Behaviours (KSBs) covering the 0-8 range via taught sessions.