

# Early Years Apprentice Sessional care

Our ultimate aim is the happiness, well-being and personal development of every child who attends **Once upon a time**. As an Apprentice, your role is to make every day special by providing outstanding care and education to all children, putting them at the heart of everything you do.



**You'll learn and gradually take on the following key accountabilities as you become an Early Years Practitioner:**

## Meeting individual children's needs

- ★ Ensure you tailor your Key children's learning and care to meet their individual needs. This means, as a Key person, you'll need to be familiar with their stages of development (in line with the EYFS) to help every child reach their full potential.
- ★ Plan and create activities and environments to spark children's imaginations, using resources and equipment.
- ★ Create quality in-the-moment next steps to enhance every child's learning and development.
- ★ Capture your Key children's observations on Tapestry, using pictures, videos and words, linking their achievements to the EYFS.
- ★ Work with your Key children's parents to help children settle, engage parents in their children's learning and development daily and keep parents informed of their child's achievements and behaviour.
- ★ Where needed, meet with your Key children's parents if you or they have any specific concerns or questions about their child's development, with the aim to build strong and appropriate relationships to benefit the child.
- ★ Promote equality, diversity, British values and our golden rules.
- ★ Liaise with SENCO, ENCO, EAL and Behaviour Co-ordinators to support your Key Children's development.

## Supporting children's well-being

- ★ Put our nursery Policies and Procedures into practice at all times, to keep children safe and support the smooth day-to-day running of the nursery.
- ★ Ensure you know your roles and responsibilities within safeguarding. Create a welcoming, safe and stimulating environment within safeguarding and the EYFS requirements.
- ★ Support all children to feel emotionally secure and physically healthy by forming appropriate bonds and secure emotional attachments.
- ★ Ensure children are happy and enjoy what they do, learn to behave well and play cooperatively, develop independence, explore their surroundings, use their imagination, encourage communication and play with adults and other children.
- ★ Ensure children develop an understanding of the importance of physical exercise, a healthy diet, and managing their own hygiene and personal needs.
- ★ Liaise with parents to complete your Key children's two-year-old checks where applicable.
- ★ Prepare children's transitions into Reception Class.
- ★ Review Risk Assessments.
- ★ Keep the nursery and the equipment clean, tidy and safe.

## Effective communication and teamwork

- ★ Develop strong and professional partnerships with your team and parents, based on trust and respect.
- ★ Express your ideas and opinions effectively in both individual and group situations and listen to those of your team.
- ★ Be passionate about your work.
- ★ Deliver on what you say you will.
- ★ Challenge each other to do the right thing, always putting the children at the heart of everything you and your team do.
- ★ Join Staff Meetings to plan themes and activities for the coming term, positively contribute to the future development of the nursery.
- ★ Work closely with your Room Manager to ensure you're working towards mutual goals.
- ★ Be flexible within daily routine, undertaking other duties when needed or asked by senior staff to support the smooth running of the nursery, e.g. work at another **Once upon a time** to cover ratios, cook, wash up etc.
- ★ Be a good role model for students and help new staff settle into the nursery.
- ★ Take on a 'Co-ordinator' role to support the wider team e.g. First Aid Co.
- ★ To act as a **Once upon a time** ambassador, especially while in uniform, to uphold our high standards, both in and out of work hours.

## Personal development

- ★ Strive to complete your Apprenticeship in a timely manner and to the best of your ability.
- ★ Strive for growth in your practice, using reflection, training courses and feedback.
- ★ Actively and regularly add to your Continuous Professional Development (CPD).
- ★ Complete Peer Observations regularly to recognise outstanding practice and to drive improvement.
- ★ Prepare for your Supervisions and Annual Performance Reviews.
- ★ Adopt a positive and flexible approach to change, opportunities and better practice.
- ★ Use your decisiveness, best judgement, knowledge and depth of experience in new and unfamiliar situations.
- ★ Endeavour to be innovative in your practice by approaching all tasks with a fresh and creative outlook when appropriate.
- ★ Ask for support, guidance or clarity from your Room Manager or Nursery Manager when you need to.
- ★ Share your ideas and successes with your colleagues and the other **Once upon a time** nursery schools.