



## FULBRIDGE ACADEMY JOB DESCRIPTION

**JOB TITLE:** Early Years Apprenticeship

**REPORTING TO:** Nursery based mentor

**The Four Cs MAT is committed to safeguarding and protecting the welfare of children and young people and expects all staff and volunteers to share this commitment. All appointments involve regulated activity and are subject to an Enhanced DBS disclosure and two successful references. Online searches are carried out on all shortlisted candidates.**

### Main tasks

- Supporting the school and pupils
- Under the direction of the Nursery Leader/ Teacher, provide specialist learning support to individuals, small groups, or children with additional needs who would benefit from a different learning approach.
- Encourage and promote the inclusion and acceptance of all pupils.
- Assist with the development and implementation of Learning Plans or Education Health Care Plans
- Liaise with specialist services on behalf of individual pupils, e.g. Educational psychologists, speech therapists, by agreement with the classroom teacher.
- Provide feedback to pupils in relation to progress and achievement.
- Supporting the Nursery Leader/ Teacher.
- Work with the Nursery Leader/ Teacher in lesson planning, evaluating and adjusting lessons/work plans as appropriate.
- Monitor and evaluate pupils' responses to learning activities through observation and planned recording of achievement against predetermined learning objectives.
- Provide detailed and regular feedback on pupil achievement, progress and other matters, e.g. Learning Plans or Education Health Care Plans
- Contribute to behaviour management within the Nursery and School and take charge of situations to allow the teacher to continue to work with the rest of the class.
- Undertake support activities for the teacher as required.
  
- Supporting the curriculum.
- Implement agreed learning activities/intervention programmes, adjusting activities according to pupil responses/needs.
  
- Provide additional tuition for children who need extra support with ICT.

- Help pupils to access learning activities through specialist support.
- To support school staff in providing intimate care, such as changing nappies, where necessary.
- Be aware of, and comply with, policies and procedures e.g. child protection, health, safety and security, confidentiality and data protection, reporting all concerns to an appropriate person.
- Supervise pupils on visits, trips and out of school activities as required.
- Develop and maintain effective relationships with staff, parents, carers or relevant external activities.
- Attend and participate in regular meetings as required.
- Recognise your own strengths and areas of expertise, and use them to advise and support others.

### **Supporting the School**

1. Be aware of, and comply with; policies and procedures, e.g. child protection, internet safety, health,
2. Safety and security, confidentiality and data protection, reporting all concerns to an appropriate person.
3. Develop and maintain effective relationships with other staff, parents and carers.
4. Attend relevant meetings as required.

### **Variation Clause:**

1. This is a description of the job as it is constituted at the date shown. It is the practice of the school to examine job descriptions periodically, update them and ensure that they relate to the job performed, or to incorporate any proposed changes consistent with funding. This procedure will be conducted by the Head of School in consultation with the post holder
2. In these circumstances it will be the aim to reach agreement on reasonable changes, but if agreement is not possible management reserves the right to make changes to the job description following consultation.

### **Flexibility Clause:**

Other duties and responsibilities express and implied which arise from the nature and character of the post, consistent with funding.

The school will endeavour to make any necessary reasonable adjustments to the job and the working environment to enable access to employment opportunities for disabled job applicants or continued employment for any employee who develops a disabling condition.