



**Job Information Pack**  
**Early Years**  
**Apprentice**

## Our Values

The post holder will be expected to operate in line with our organisational values which are;

- **Value the Individual** – Respect others, ourselves and the people we work with in all that we do
- **Giving of our best** – Showing commitment in our work and to enable young people
- **Caring Deeply** – Have a passion for the work we carry out
- **Providing Creative Solutions** – Show innovation in the approaches we take in supporting young people
- **Communicate authentically and truthfully** – Show openness in our dealings and approaches to people

**Title:** **Early Years Apprentice**

**Reports to:** **Room Lead / Nursery Manager**

## **Background**

This apprenticeship is designed to develop your workplace skills and knowledge. It also builds the skills you will need to progress to the Level 3 course and full Early Years Practitioner status.

## **Purpose**

If you love being around children and young people, then this is your chance to earn whilst you train. Topics you will study include child and young person development, safeguarding the welfare of children and young people, supporting positive behaviour, partnership working in services for children and young people, health and safety, supporting positive environments, child development, practical care, planning and implementing activities, and observation.

## **Main Responsibilities**

- To provide opportunities for children to learn through play experiences that are cohesive with our practice and the EYFS, utilising the outdoors as much as possible.
- To provide a secure and stimulating environment where children can develop emotionally and intellectually as well as morally, physically, spiritually and socially, at their own pace.
- To help maintain the safety, security and wellbeing of the children in our care.
- To work positively as part of the team, contributing ideas and listening to feedback, to guide development of our practice and care.

## **Skills / modules to be covered:**

- As part of this study programme you will develop your maths and English skills, attend tutorials and Individual Development (ID) or Future Academy. You will also complete a work placement or extended industry placement. All aspects of your study programme will be discussed at your interview.

## **Health and Safety**

- In carrying out this role you have a duty (under Health and Safety legislation) to take reasonable care for the health and safety of yourself and that of others. This implies taking positive steps to understand the hazards in the workplace, to comply with safety rules and procedures and to ensure that nothing you do, or fail to do, puts yourself or others at risk. This includes managing a safe and secure environment for people who use our services.

- This duty includes checking that any person entering YMCA Dulverton Group property has a right to do so and their visit is recorded in accordance with YMCA Dulverton Group procedures.

### **General**

- To maintain and develop up-to-date professional knowledge and skills through training, reading and other such activities and to incorporate the same into practice.
- To maintain and demonstrate a commitment to YMCA Dulverton Group's Vision, Values and strategic aims and objectives and ensure all activities reflect the values of YMCA Dulverton Group.
- Complying with YMCA Dulverton Group's Health and Safety, GDPR, Safeguarding, confidentiality and information security policies at all times.
- To undertake such other duties and responsibilities reasonably consistent with the role of Early Years Apprentice.

YMCA Dulverton Group is committed to the protection and safeguarding of children and adults at risk, and promoting their welfare. The YMCA Dulverton Group, therefore, expects all staff and volunteers to share this commitment.

This post is subject to an enhanced level DBS Disclosure in respect of the Adults/Children's Workforce.

## Person Specification

### Skills and Experience

- Understanding that everyone is different and making sure people who use our services are respected and given the best experience.
- Good organisational and administrative skills and the ability to maintain clear and accurate records.
- A solution focused approach.
- A belief in the value and potential of children and young people as individuals and as a group.
- An empathy for and enjoyment of working with children.
- A team player but also able to work on own initiative.
- Ability to provide emotional and social support whilst promoting learning and respect.
- Willingness to learn and accept leadership and mentoring input.
- Good communication skills both written and verbal.
- Good attendance and punctuality record.
- Commitment to providing a high standard of customer care.
- A flexible attitude and willing to adapt to new challenges.
- Some IT and social media skills.

### Education and Qualifications

- A minimum of five GCSEs at grade 9-2 with at least two at grade 4 or a qualifying Level 1 qualification. You will also need to be in relevant employment, but we can help you find this. On enrolment your employer will require you to undertake a DBS check.

### Personal Qualities

- Commitment to YMCA Dulverton Group's Values.
- Self-motivated and flexible.
- Team player, with ability to build relationships with a wide variety of Stakeholders.
- Ability to prioritise and manage conflicting demands.
- Demonstrates resilience, motivation and commitment to driving up standards of work.
- Takes personal responsibility and accountability and able to make well informed balanced decisions taking account of risk.
- Demonstrates a proactive approach taking responsibility for areas of work and finding solutions.
- Is adaptable to change/embraces and welcomes change.

### **Other requirements**

- YMCA Dulverton Group is committed to the protection and safeguarding of children and adults at risk, and promoting their welfare. The YMCA Dulverton Group, therefore, expects all staff and volunteers to share this commitment.
- This post is subject to an enhanced level DBS Disclosure in respect of the Adults/Children's Workforce.
- This candidate must be committed to equality and diversity in the workplace.
- May be required to attend occasional evening staff meetings.

## Main Terms of Employment

**Salary:** £14,959.12 per annum, based on 38 hours per week. After 12 months employment, apprentice's will be paid at minimum wage for their age.

**Contract:** Permanent until completion of Apprenticeship. Maximum of 18 months.

**Location:** The Old Potting Shed Nursery, Coombe Lodge, Bath Road, Blagdon, BS40 7RE.  
Some training at other locations.

**Hours:** 38 hours per week plus a ½ hour unpaid lunch break to be taken during the day on a shift basis. Working hours may be subject to review according to the operational needs of the service.

**Flexible working:** We provide flexible working arrangements to support team productivity and stability. This may include changed working patterns on occasions.

**Holidays:** 5.6 weeks per year, plus bank holidays.

**Pension:** On completion of a six-month probation period, YMCA Dulverton Group will make a contribution of 3% of salary.

**In Service Training:** This post constitutes an apprenticeship level 3 Child Care training programme. As a result, we offer full and comprehensive training in all elements of a fast pace setting. This involves formal classroom tuition, as well as on the job training and some experience at our other settings. Combined with work experience, this should secure you an NVQ 3, as well as safeguarding, First Aid and an Employment Rights Responsibility (ERR) award.

During the first few weeks at the setting you will be given an induction to the workplace.

**Learning Agreement:** All training costs will be covered by YMCA Dulverton Group, including some governing body qualifications.

If you choose to leave employment at YMCA before your end of contract date you will be required to refund a percentage of your training costs.

If you leave within 3 months of the end of your initial training period (you will be notified in writing when your initial training period is completed) you will be required to refund YMCA Dulverton Group 100% of your training costs.

After successfully completing 3 months of employment after the end of your initial training period, if you choose to leave before the end of your contract end date you will be required to refund YMCA Dulverton Group 70% of your training costs.

**Training to be provided:**

Level 3 Early Years Educator Apprenticeship  
Functional skills in Maths and English  
COSHH  
Health and Safety  
Award in Safe Moving and Handling  
Award in Emergency First Aid at Work