



West Cornforth Primary School Early Years TA Apprentice Job Description

Purpose of the Early Years Apprentice Role:

To assist in the delivery of the Early Years Foundation Stage curriculum. To support the early years staff before and after school (wrap around care).

During the apprentice training, skills will be taught to enable the successful candidate to achieve the following:

- To deliver the daily programme of pre-school activities and events and provide evaluations of how activities went.
- To assist in the setting up and clearing away of all activities and equipment.
- To actively encourage children's progress in all areas of development, types and stages of play by interaction and extension of play activities in line with the learning outcomes of the EYFS.
- To provide full care for the children including safe delivery to parents and/or named carers and to provide light refreshments to the children.
- To follow the observation and record keeping system and maintain the records for his or her key children so that the children's attainment and progress are effectively and regularly assessed.
- To liaise with parents by exchanging information on the child's progress and elicit feedback from the parents/carers through questionnaires and suggestion boxes.
- To contribute to curriculum planning, policies and procedures and record keeping (daily register, accident and incident forms) as requested and led by the EYS leader/Headteacher.
- To attend in-service training and meetings as required.
- To undertake any other reasonable duties as directed by the EYFS leader/Headteacher in accordance with the objectives for the pre-school's operational plan.
- To handle all details about the children attending EYFS confidentially and in accordance with the requirements of the Data Protection Act.
- To carry out all responsibilities and activities within the Equal Opportunities framework.