



## Lowther Endowed School & Little VIPs Day Care Apprentice/Level 1 Early Years Childcare Practitioner Job Description and Person Specification

<b>Job Opportunity:</b>	Apprentice/Level 1 Early Years Childcare Practitioner
<b>Location:</b>	Lowther Endowed School & Little VIPs Day Care, Hackthorpe, Cumbria, CA10 2HT
<b>Position:</b>	Fixed Full-Time
<b>Salary:</b>	<i>Apprentice - NMW rate for an Apprentice £8.00 p/h during first year; NMW for remainder of apprenticeship</i> <i>Level 1 – PCD3 £24,796 pro rata (hourly rate £13.05)</i>
<b>Start Date:</b>	As soon as possible

### Job Description

#### Children's learning and development

- Support the planning and delivery of engaging, play-based learning experiences across the EYFS prime and specific areas.
- Contribute to observation, assessment, and next-step planning under supervision, using Little VIPs systems (e.g., learning journals/online platforms).
- Interact warmly with children to extend language, curiosity, problem-solving, and independence.
- Help create inclusive, stimulating indoor and outdoor environments that reflect children's interests and needs.

#### Safeguarding, welfare and behaviour

- Promote children's safety and wellbeing, following safeguarding, child protection, health and safety, allergy, and intimate care procedures.
- Build positive, respectful relationships with children, promoting prosocial behaviour and self-regulation.
- Escalate concerns promptly, following setting policies and referring to the Designated Safeguarding Lead (DSL).

#### Partnership with families and colleagues

- Welcome and communicate effectively with parents/carers, sharing information professionally while maintaining confidentiality.
- Work collaboratively with colleagues, contributing to team meetings, room routines, and continuous improvement.
- Uphold equality, diversity, and inclusion in all aspects of practice.

#### Professional learning

- Engage fully with off-the-job training, mentoring, and assessor visits.
- Keep reflective logs/portfolios and meet agreed milestones toward your apprenticeship standard.
- Complete mandatory training (e.g., paediatric first aid, safeguarding, food hygiene) as required.

## **Everyday operational tasks**

- Support with routines (snack/lunch, sleep/rest, toileting, hygiene).
- Assist with setting up/clearing away resources and maintaining a clean, safe environment.
- Carry out administrative tasks related to children's learning and care under guidance.

## **General**

- To undertake such other duties, which may reasonably be regarded as within the nature of the duties/responsibilities and grade of the post.
- The postholder must undertake their duties in a way that secures positive action in respect of equal opportunities and a multi-cultural approach.
- The postholder must comply with Safeguarding, Inclusion and Diversity Policy.

## **Person Specification**

### **Essential**

- **Qualifications:**
  - GCSE English and Maths (grade 4/C or above) or willingness to work towards Functional Skills during the apprenticeship.
- **Aptitude and skills:**
  - Genuine interest in early years education and child development.
  - Warm, patient, and reliable with a child-centred approach.
  - Good verbal and written communication skills; able to listen and interact at the child's level.
  - Ability to follow instructions, take initiative within defined boundaries, and accept feedback.
  - Organised and punctual, with good attention to detail and record-keeping.
  - Team player with a positive, professional attitude and growth mindset.
- **Safeguarding and conduct:**
  - Commitment to safeguarding, equality, inclusion, and promoting the welfare of children.
  - Willingness to complete enhanced DBS checks and safeguarding training, and to adhere to all policies (including acceptable use of technology, confidentiality, and safer working practice).
- **Eligibility:**
  - Meets apprenticeship funding/eligibility criteria (right to work in the UK; not in full-time education; has not already achieved an equivalent or higher early years qualification that duplicates this apprenticeship content).

### **Desirable**

- Experience (paid/voluntary) working with young children (e.g., babysitting, holiday clubs, school/nursery placements).
- Awareness of the EYFS framework and learning through play.
- Understanding of SEND, inclusion strategies, and positive behaviour support.
- Paediatric First Aid, Food Hygiene, or Safeguarding certificates (or willingness to undertake).
- Basic ICT skills for observations/records and communication with families

