



April 2024

1. JOB IDENTITY

Post Title:	Modern Apprentice (Early Years)	Service:	Education and Children's Services
Section:	Early Learning & Childcare	Grade:	Care B
Reports to:	Early Years Senior Practitioner		

2. JOB PURPOSE

- Act as a member of Early Learning and Childcare team, working within an Early Years setting within Aberdeenshire, with involvement in the work of the Early Level curriculum, and where appropriate the Realising the Ambition: Being Me guidance, helping to contribute to the care and education of children

There is a responsibility for the post holder to demonstrate a commitment to quality service delivery through continuous improvement for the benefit of the Service and the organisation

3. CORE RESPONSIBILITIES / DUTIES

- Observe and interact with children in order to support their learning and assist with recording and reporting on individual children's progress in line with the Council's policy and procedures
- Work as a team member within the unit, e.g. preparation and care of resources, maintenance and cleanliness and hygiene and contributing to staff discussion
- As part of the wider team, assist in children's learning and development
- Assist with personal care of children as required
- Assist with snack preparation
- Interact with parents, carers, teaching staff and other health professional or officers
- Maintain confidentiality at all times

4. QUALIFICATIONS AND TRAINING

- Essential:**
- Academic achievement to Scottish National level 5 (Pass) or Standard grade level or equivalent (Pass), one of which must include English
 - Achievement to SCQF Level 7 in in Social Services (Children & Young People) within 23 months.
 - SSSC Registration as a Practitioner within 3 months of taking up post

4. QUALIFICATIONS AND TRAINING

- Desirable:**
- Food handling qualification / certificate
 - First aid certificate

5. EXPERIENCE

- Desirable:**
- Experience of working with children aged 2-5
 - Experience of working with parents, young children, and associated agencies
 - Experience of working with families
 - Administrative / record keeping experience

6. KNOWLEDGE AND SKILLS

- Essential:**
- Good communication and organisational skills
 - Customer focussed with good interpersonal skills
 - Flexible with the ability to use initiative as part of the Early Years team
 - Ability to prioritise tasks
 - Ability to undertake training and meet deadlines
- Desirable:**
- Understanding of the needs of young children
 - Ability to plan, implement and evaluate learning activities

7. ADDITIONAL REQUIREMENTS

Driving Compliance	Not applicable to this post
Politically Restricted	Not applicable to this post