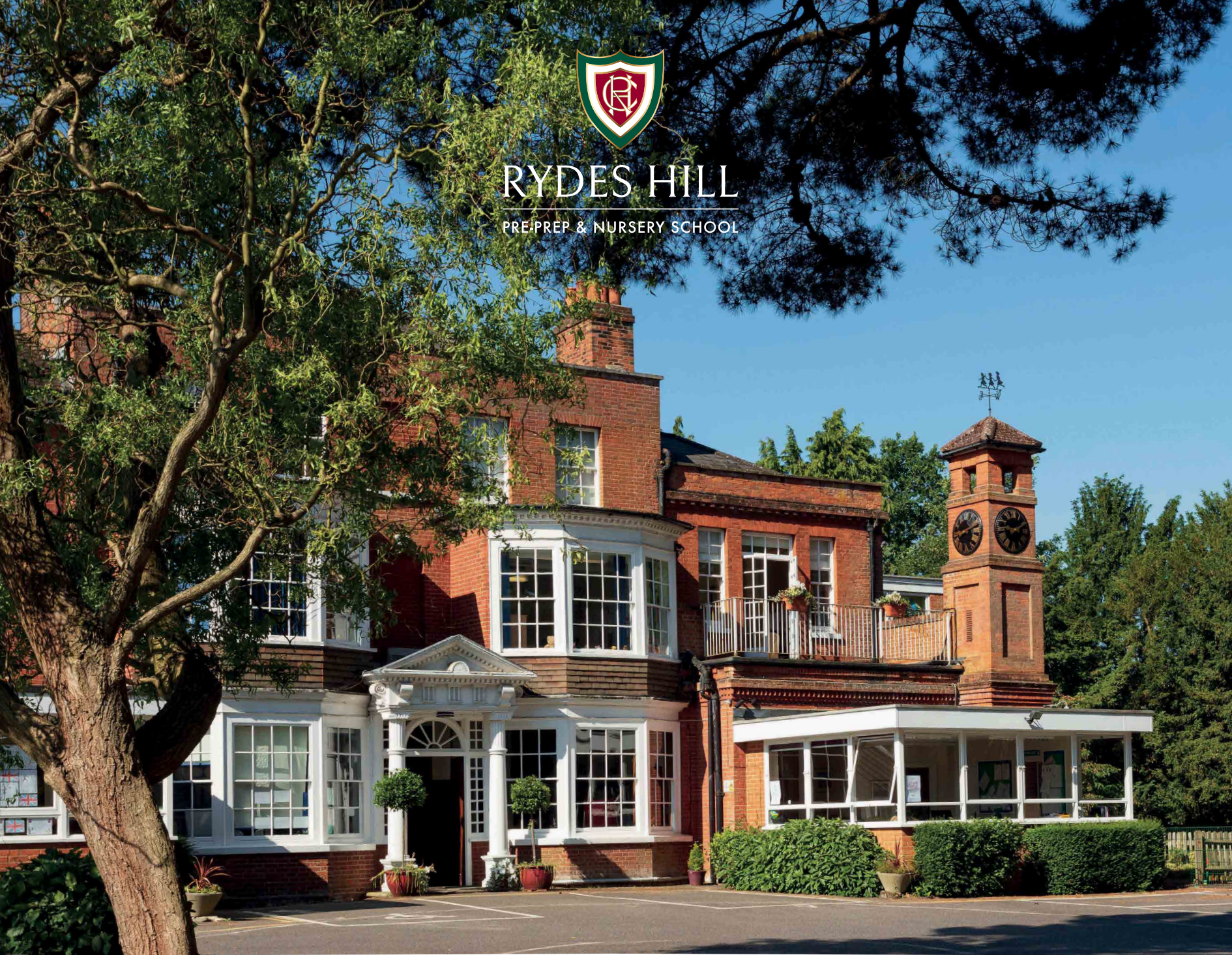




RYDES HILL

PRE-PREP & NURSERY SCHOOL



# Candidate Brief

## **Early Years Practitioner**

FULL-TIME OR PART-TIME, PERMANENT  
START AUGUST 2026



Rydes Hill offers outstanding education and pastoral care for children aged 2 to 7, combining academic ambition with a nurturing, family-focused environment. We believe that happy children thrive, and our warm, inclusive atmosphere ensures every child feels valued and part of the Rydes Hill family.

Our highly qualified teachers are dedicated to helping each child grow into a caring, confident, and capable learner. With a strong emphasis on personal development and academic excellence, we lay the foundations for future success and inspire a lifelong love of learning in every child.

Following the recent announcement of the merger between Rydes Hill and Tormead, we are pleased to announce that Rydes Hill Prep School will become fully co-educational in Year 3 from September 2027, followed by Year 4 in September 2028. This move is part of a phased plan to make Rydes Hill Prep School fully co-educational by September 2030.



Part of the Tormead family, Rydes Hill Pre-Prep and Nursery is a nurturing, home-from-home school where children are carefully guided through each stage of their early development, supported to flourish both academically and personally. At the heart of learning at Rydes Hill are the Five Cs: Courage, Collaboration, Communication, Creativity, and Curiosity. These values are embedded in every lesson, equipping children with essential life skills that extend far beyond the classroom and into adulthood. Teachers carefully capture children's interests and imagination, fostering confidence, independence, and a lifelong love of learning.

From September 2026, we are excited to be building upon the success of our current Nursery classes by extending our provision to welcome babies from 6 months. We inspire imaginations, creating and nurturing capable, curious learners, preparing each child for a positive and happy transition to the next stage of their school journey.

The Nursery operates for 48 weeks per year, from 7.30am to 6.00pm, in a bright, spacious, and inspirational learning environment with dedicated outside areas.

We are seeking warm, caring and enthusiastic Early Years Practitioners to join our friendly team in delivering high-quality care, teaching, and learning experiences. This is an excellent opportunity to become part of a vibrant and caring independent school community that values every child's unique potential. The successful candidates will work closely with Room Leaders to support all aspects of nursery life, fostering a safe, stimulating, and nurturing learning environment to allow our pupils to thrive. Daily responsibilities include working in partnership with parents, carers and professionals to promote the well-being of the children, implementing the Early Years Foundation Stage (EYFS) curriculum and assisting with creative displays within the Nursery.



Candidates will have a genuine love and passion for early years education, creating a sense of fun, joy and creativity for the children, ensuring a warm, happy home-from-home environment for our youngest learners. Candidates will hold a minimum of a Level 3 qualification in childcare and will have a warm and caring attitude and a genuine desire to make a positive difference to children's learning.

Full-time or part-time considered, working all year round. We offer a friendly and inclusive working environment, and our benefits package includes a competitive salary, 30 days' annual leave (pro-rata) plus bank holidays, professional development opportunities, and free lunch when Nursery is in session.

For more information and to apply for the role, please contact the HR team [Recruitment@tormeadschool.org.uk](mailto:Recruitment@tormeadschool.org.uk).

**The closing date for applications is Monday 8 June at 9.00am.** However, applications will be considered in the order in which they are received, and the School reserves the right to make an appointment prior to the closing date should the ideal candidate(s) be identified.

**Required for August 2026**

Full-time or part-time, 52 weeks per year

# Early Years Practitioner

## Job Summary

To support the Room Leader in the smooth running of the Nursery classroom. To deliver high standards of care, child development and learning for Nursery children in a welcoming, caring and safe environment. To comply with all regulatory requirements, including the Early Years Foundation Stage.

## Main Responsibilities

### Child Development and Learning:

- Maintain a stimulating, engaging and interactive environment for all children.
- To lead activities for a group of children.
- To assist with the planning and delivery of the daily programme of purposeful play activities to suit the children's needs and stages of development, supporting and promoting each child's learning.
- To guide and monitor children's progress, provide feedback to the Room Leader on pupil progress; assessing and observing where required to help inform children's developmental next steps.
- Be proactive in embedding classroom routines so children are continually supported.
- Be a key person to a number of children, providing a secure attachment figure to help children settle, meeting their care needs such as feeding, sleeping and nappy changes, planning for your key children's needs and interests, and monitoring and supporting their development.
- To complete the children's learning journals and assessment of progress in Nursery.

- Liaise regularly with parents about their child's needs, interests, and progress.
- Ensure records of the children's day are completed and the details communicated to parents.
- Ensure effective working practice is followed including safeguarding and adhere to all School policies and procedures.

### Health & Safety:

- Support children's eating needs, encouraging children to eat and drink when required. Record and communicate children's daily eating and toileting habits.
- Ensuring effective supervision at mealtimes and that all dietary requirements are adhered to for children within your room.
- Always maintain a clean and safe environment both inside and outside.
- Undertake daily risk assessments e.g., locking gates, spillage of water, monitoring the condition of toys and equipment, and reporting any health and safety concerns to the Room Leader.
- Maintain good order and behaviour among pupils and safeguarding their health and safety both when they are authorised to be on the school premises and when they are engaged in authorised school activities elsewhere.
- Working within the School's Health and Safety Policy to ensure a safe environment for the children, their parents and carers, the Nursery team, and any visitors to the Nursery.

### **Pastoral and Wellbeing:**

- To be sensitive to the needs of all children.
- Promote positive values, attitudes, and good behaviour of children.
- Promote positive professional relationships with the Nursery team.

### **Continuing Professional Development:**

- Reappraising professional performance, keep up to date with EYFS requirements and best practice.
- Be committed to improving own practice through appropriate training and development.
- Engage actively in the performance review process.

### **General:**

- For your key children, write effective observations and comments that contribute to their parents' evening notes and early years reports.
- Work as part of the whole nursery team and take on additional responsibilities as required.
- Be available to work in any areas of the Nursery, undertaking the care and supervision of the children and ensuring its smooth running.
- To carry out playtime and lunchtime duties as required.
- Attend meetings as required (departmental, staff, pastoral, parent meetings, etc.).
- Ensure confidentiality is maintained in the Nursery.
- Actively promote and model good practice in equality, diversity, and inclusion, and to support and uphold fundamental British values.
- To adhere to all School policies, procedures, and risk assessments, including safeguarding, child protection and health and safety.

This job description is not intended to be all embracing and the post holder shall be required to carry out other duties as necessary and required, commensurate with training and experience.

### **Key Relationships:**

**Internal:** Nursery Manager, Room Leader, Nursery and Pre-Prep colleagues.

**External:** Parents and prospective parents and pupils.

### **Key and Desirable Skills:**

#### **ESSENTIAL**

- Level 3 childcare qualification.
- Evidence of continuing and relevant professional development.
- Experience of Early Years Education.
- Experience of providing care and education to children with a wide range of needs and abilities.
- Strong understanding of early childhood development and learning.
- Good knowledge of the EYFS curriculum.
- Knowledge and commitment to child protection, health and safety, equal opportunities and SEN/ inclusion.
- Knowledge of health and safety procedures.
- Ability to provide consistently high levels of quality care and education opportunities for all children.
- Caring, friendly, approachable, open, welcoming and personable.
- Proactive and positive team player, able to work constructively as part of a team.
- Able to work under direction but use own initiative.



- Able to maintain confidentiality.
- Able to carry out light physical duties to include lifting children and setting up resources.
- Reflective approach and commitment to personal development.

#### DESIRABLE

- Degree in Early Years.
- Paediatric First Aid.
- Basic Food Hygiene.
- Minimum of 2 years' experience within a childcare setting.
- Experience of working in the independent sector.
- Excellent knowledge of how to provide for the needs of young children.
- An understanding of the independent school sector.
- Able to observe and assess children's development.
- Record keeping and reporting.
- Adaptable and flexible and the ability to cope with changing needs.



## Safeguarding Children

The postholder is responsible for promoting and safeguarding the welfare of children and young persons with whom they come into contact, and to adhere to and ensure compliance with the School's Safeguarding Policy at all times. If, in the course of carrying out their duties,

the postholder becomes aware of any actual or potential risks to the safety or welfare of children in the School, they must report any concerns to one of the school's Designated Safeguarding Leads in accordance with the School's policies and procedures.





## Benefits

Our benefits package includes a competitive salary, 30 days' annual leave (pro-rata) plus bank holidays, professional development opportunities, a contributory pension scheme, free lunches and refreshments when school is in session, and use of the gym and sports facilities at Tormead School.

## Applications

Visits to the School and Nursery are warmly welcomed so that you can experience the atmosphere and values of our setting first-hand. For more information and to apply for the role, please contact our HR team [Recruitment@tormeadschool.org.uk](mailto:Recruitment@tormeadschool.org.uk) or visit our website [www.rydeshill.com](http://www.rydeshill.com).

## Deadline for applications

The closing date for applications is **Monday 8 June 2026** at **9.00am**. However, applications will be considered in the order in which they are received, and the School reserves the right to make an appointment prior to the closing date should the ideal candidate(s) be identified.



Rydes Hill School is committed to safeguarding and promoting the welfare of children and young people and applicants must be willing to undergo child protection screening appropriate to the post, including checks with past employers and an enhanced DBS check. We conduct online searches for all shortlisted candidates as part of our due diligence checks, including checks with past employers and an enhanced DBS check.