



JOB DESCRIPTION

Early Years Practitioner (Year-Round Provision)

The School is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment.

Organisational Information:	Reporting to:	Head of Pre-Prep
Summary of the role:	<p>This is an exciting opportunity to join an outstanding Early Years team at Walhampton School as we launch our new year-round Early Years provision.</p> <p>Our Early Years Department comprises Nursery, Stepping Stones and Kindergarten, providing a seamless and nurturing journey for children from two years of age through to Reception. We are seeking an experienced and highly skilled Early Years Practitioner who will help us deliver exceptional care and education throughout the year whilst maintaining the high standards for which Walhampton is known.</p> <p>Applicants must be qualified to NVQ Level 3 in Early Years Foundation Stage (EYFS) or hold an equivalent full and relevant qualification. A full and relevant Paediatric First Aid (PFA) certificate is desirable, although training will be provided if required.</p> <p>We are looking for a passionate and knowledgeable practitioner who understands the unique child, the value of secure attachments and the importance of an enabling environment. The ideal candidate will align with our school values of kindness, curiosity and achievement and have a genuine delight in working with young children.</p> <p>A secure knowledge and understanding of the EYFS Framework and Development Matters is essential, together with a strong commitment to safeguarding and child protection.</p> <p>The successful candidate will work as part of a collaborative Early Years team across Nursery, Stepping Stones and Kindergarten, helping to shape and develop an exciting new year-round provision whilst ensuring children receive exceptional care, learning opportunities and support.</p>	
Main duties and responsibilities:	<p>All Early Years Practitioners are expected to undertake the following professional duties and responsibilities. These are not listed in order of priority or frequency, nor is the list exhaustive, but it provides an indication of the type and level of duties expected in this role. Responsibilities may vary over time, as long as they remain consistent with the overall nature of the job and its level of responsibility.</p>	

Teaching and Learning

- Work alongside colleagues to support children's learning, development, wellbeing and progress.
- Help plan and prepare areas of learning and activities which meet the developmental needs and interests of the children.
- Support children according to their educational, emotional and developmental needs.
- Maintain organised, stimulating and enabling environments which encourage exploration, independence and curiosity.
- Use a play-based approach, incorporating loose parts and authentic resources to foster deep engagement.
- Foster secure attachments and support children's emotional wellbeing, ensuring they feel safe, valued and understood.
- Provide high challenge and high engagement through child-led learning experiences.
- Promote independence and confidence through carefully planned interactions and experiences.
- Observe, assess and contribute to planning for children's next steps in learning and development.
- Maintain a strong awareness of safeguarding policies and procedures, ensuring the safety and welfare of all children at all times.

Care and Extended Provision

- Support the delivery of breakfast, lunch and supper provision as required.
- Contribute positively to the extended day and year-round operation of the Early Years Department.
- Work flexibly across Nursery, Stepping Stones and Kindergarten according to the needs of the provision.
- Support holiday provision and enrichment activities during operational periods.
- Ensure children's personal care needs are met sensitively and appropriately.
- Promote positive behaviour, wellbeing and emotional regulation.

Partnerships with Parents

- Develop effective partnerships with parents and carers, responding positively and professionally to day-to-day communication.
- Contribute positively to Parent Consultation Meetings and other parent events.
- Support families through transitions and provide reassurance where appropriate.
- Build trusting relationships with families that reflect the school's ethos and values.

Training and Development

- Participate in arrangements for further training and professional development.
- Attend staff briefings, INSET and staff meetings.

	<ul style="list-style-type: none"> ● Take an active role in personal professional development and contribute positively to team development. ● Keep up to date with developments in Early Years practice and statutory requirements. ● Make effective use of the School's information systems and communication platforms. <p>Team Contribution</p> <ul style="list-style-type: none"> ● Work collaboratively and positively as part of the wider Early Years and Pre-Prep team. ● Support colleagues and contribute to a culture of kindness, flexibility and teamwork. ● Contribute to the wider life of the school where appropriate. ● Embrace opportunities to help shape and develop the new year-round Early Years provision. <p>Discipline, Health and Safety</p> <ul style="list-style-type: none"> ● Ensure positive and effective behaviour management amongst children. ● Safeguard children's health, safety and wellbeing in accordance with school policies and procedures. ● Maintain high standards of supervision both on and off site. ● Undertake risk assessments and follow health and safety procedures as required. <p>School Policies</p> <ul style="list-style-type: none"> ● Be aware of and familiar with all relevant school policies. ● Liaise with the Head of Pre-Prep if any concerns arise. ● Support the school's commitment to safeguarding, inclusion and equality.
<p>Person Specification</p>	<p>Qualifications</p> <ul style="list-style-type: none"> ● NVQ Level 3 EYFS qualification or equivalent – Essential. ● Full Paediatric First Aid Qualification – Desirable (essential if a Level 3 qualification was achieved after 30 June 2016). <p>Professional Experience</p> <ul style="list-style-type: none"> ● Significant experience working within an Early Years setting – Essential. ● Secure knowledge of the EYFS Framework and Development Matters – Essential. ● Strong safeguarding knowledge and commitment to child protection – Essential. ● Experience of working in a play-based environment with loose parts and authentic resources – Desirable. <p>The Right Person for Our Children, Families and Team</p> <p>We are looking for an exceptional individual who demonstrates:</p> <p>A Passion for Early Childhood Education</p> <ul style="list-style-type: none"> ● A genuine delight in young children. ● A commitment to providing exceptional care and education. ● A passion for fostering curiosity, independence and a love of learning.

	<ul style="list-style-type: none"> • An understanding of the importance of secure attachments and strong relationships. <p>A Champion for Wellbeing and Safeguarding</p> <ul style="list-style-type: none"> • Kind, caring, compassionate and emotionally attuned. • Committed to safeguarding and promoting children's welfare. • Patient, nurturing and responsive to individual needs. <p>A Team Player with a Growth Mindset</p> <ul style="list-style-type: none"> • Positive, inclusive and supportive. • Reflective and open to learning. • Willing to contribute to the growth and development of the provision. • Able to work collaboratively and flexibly within a dynamic team. <p>A Confident and Skilled Communicator</p> <ul style="list-style-type: none"> • Excellent at building relationships with children, families and colleagues. • Professional and approachable. • Able to maintain confidentiality and handle sensitive information appropriately. <p>A Resilient and Adaptable Professional</p> <ul style="list-style-type: none"> • Flexible and willing to work across Nursery, Stepping Stones and Kindergarten. • Adaptable to changing needs and priorities. • Organised, reliable and solution-focused. • Calm under pressure and able to use initiative. • Possesses a good sense of humour and a positive outlook. <p>Working with young children is full of joy, discovery and the unexpected. We are looking for someone who embraces all three.</p>
<p>General Duties/Safeguarding</p>	<ul style="list-style-type: none"> • All staff, regardless of role, have a responsibility to ensure the highest levels of safeguarding and promoting the welfare of our pupils, and we expect all our staff to share this commitment. • If, in the course of carrying out these duties, the post holder becomes aware of any actual or potential risks to the safety or welfare of children in the school, they must report any concerns to the safeguarding team or to the Head immediately. • Promote and safeguard the welfare of children and young people. • Work within school procedures and codes of practice, especially those relating to child protection, health, safety and security, confidentiality, and data protection, reporting all concerns to an appropriate person. • Support and ensure equal opportunities for all. • Contribute to the overall ethos of the School. • Appreciate and support the role of other professionals. • Participate in training, other learning activities, and performance development as required. • Assist with pupil needs as appropriate during the school day. • Undertake such other duties as are agreed to be in keeping with the general nature of the role.

Terms & Conditions	<p>All other terms and conditions are those as referred to in your letter of appointment and contract.</p> <ul style="list-style-type: none">● 40 hours per week.● 50-week contract.● Working hours scheduled between 8:00am and 6:00pm and may involve shift patterns.● Four weeks' annual leave plus bank holidays.● Two weeks of annual leave to be taken during designated nursery closure periods (Christmas and/or Easter).● Two weeks of annual leave to be taken at another time during the year, subject to agreement with the Head of Pre-Prep and the operational needs of the provision.● Opportunities for Continuous Professional Development.● Lunch provided on working days during term time when the kitchens are operational.● Contributory pension scheme.● Healthcare cashback plan.● Employee Assistance Programme.● Doctorline - 24 hour GP Access.● Bike to Work Scheme.● Free onsite parking.
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