

Job title: Early Years Practitioner
Reports to: Nursery Manager / Head of Junior School
Date reviewed: May 2026

Role Overview

- To be a key worker for a group of children in the EYFS classroom.
- To be responsible for children in the class.
- To lead and support children in their play.
- To use sound knowledge of EYFS and EYFSP in helping children in their learning.

Key Responsibilities

- Act as a key worker for a group of children. To be aware of their progress, achievements and interests.
- Establish a constructive relationship with all children, especially with key children and their families.
- Assist children, when needed, with personal care routines, e.g. toilet training, dressing and undressing for games.
- Supervise the activities of children in the classroom and outside.
- Support pupils who might have extra needs, e.g. behaviour, learning difficulties, interaction difficulties or impairments.
- Work with external agencies to support the development of a child.
- Help to plan themes and activities.
- Assess children’s progress and contribute to home-school books, observations, EYFS profiles and on-track learning journeys and other pupil records.
- Assist children in the use of resources e.g. IT.
- Maintain children’s interests and motivate them.
- Support individuals and groups by leading focus groups.
- Support IEPs.
- Participate in training, learning activities and other performance development, as required.
- Be aware of, and comply with, nursery policies in the nursery handbook, as well as the main school policies found in the staffroom.
- Attend and participate in meetings, as required.
- Contribute to the overall ethos/work/aims of the nursery team.

Hours of Work

This is a permanent, part time post for three days per week, term-time only. Attendance at Open Days/Evenings and other relevant school events will be required.

Employment will be subject to the usual pre-appointment suitability checks, including a full enhanced DBS check and references.

Person Specification

	Essential	Desirable
Experience		
Experience working in a childcare setting with young children	✓	
Qualifications		
Minimum full and relevant NVQ Level 3 Childcare Qualification	✓	

Level 2 Maths and English	✓	
First Aid qualification		✓
Minibus driver		✓
Swimming instructor		✓
Skills / Qualities		
A team player	✓	
A willingness to contribute to the extra curricular life of the school e.g. assisting with Open Days etc.	✓	