Early Years Practitioner with School Wrap

Around opportunity

Grade 3 depending on experience.

Longborough is a Church of England Primary School and Pre-School is seeking to appoint an Early Years practitioner and also for wrap around care hours. We are looking to recruit an individual who is flexible, personable and patient to join the team. We are committed to celebrating each and every child and require a dedicated early years practitioner, who will join our journey of providing varied opportunities for learning, and recognise the gifts and talents of each individual child.

Based in the EYFS/KS1 unit this position is **5 days a week**.

- 8.45- 3.20pm (minus 20 mins lunch) as early years practitioner supporting pre-school and EYFS pupils.

The successful candidate will be supporting pupils in class, interventions and potentially children with EHCPs and will play a key role in the team.

This position is a fixed term contract with probationary period. Closing date for applications is 04/12/2026 and interview date week commencing 07/12/2026

The following pay scales apply:

- **EYFS practitioner**: Grade 3 (£25,583) pro rata

Our ideal candidate would have a Level 3 or above in early years childcare but we will also accept applications from those who would be willing to undertake the Level 3 qualification.

Main Duties and Responsibilities

- Adhere to the requirements of the Statutory Framework for the Early Years Foundation Stage, Ofsted
- Adhere to the settings code of conduct
- Prepare and fully set out a stimulating and attractive child care environment prior to the arrival of the children, according to plans and ensure health and safety is maintained, and tidy away after their departure
- Ensure rooms are left clean and tidy at the end of each day
- Have day-to-day responsibility for health and safety and the care of the children in your designation You may be required to deputise for the Senior Practitioners when they are absent.
- Ensure confidentiality with regard to the staff, parents and children is adhered to at all times
- Be aware of the staff team including assistants, volunteers and students on a day to day basis to ensure high standards are constantly achieved
- Work with the staff within your setting, in such a way as to offer the children high quality care, education, attention, stimulation and support as outlined in the EYFS document
- Work in conjunction with the Management and Early Years Team to plan a high quality curriculum that meets relevant legislation and the children's individual needs. Providing an environment that is warm, secure and welcoming ensuring that the children and families using the setting receive the highest standards of learning care and development in early years' provision
- Act as a key person to a designated group of children and liaise with their families
- Have a high awareness of the setting's policies and procedures and ensure these are carried through during everyday tasks
- To promote the work and image of the North Cotswold Schools Federation Trust by always maintaining high standards of personal appearance and adopting a friendly, professional approach to parents, members of the public and the wider community
- To have a solid understanding of the Early Years Foundation Stage (EYFS) curriculum and assist the EYFS Leads with the planning, preparation and delivery of the curriculum and evaluation of activities
- To observe children as individuals and in groups and monitor behaviour, progress and possible developmental needs, utilising specialist knowledge and experience.
- To ensure up-to-date records of the children's progress as part of the monitoring and reviewing of educational work programmes within the individual and to track children's progress through the production of online learning journals
- To set next steps for key children
- To create profiles to support children who are not on track and make further referrals where required to outside agencies
- To write summative reports throughout the year, 2 year check reports and transition to Reception reports for key children
- To maintain, repair and clean any equipment e.g. books, aprons, dressing-up clothes, toys, games etc. and to tidy up after use

- To be concerned with the general welfare of the children, including matters relating to personal hygiene and health
- To undertake outdoor learning supervision within the Nursery and before and after-school duties where applicable
- To undertake supervision of extended day activities when required for cover
- To provide simple first aid, when necessary, and to take all reasonable measures to ensure health and safety in the setting
- To attend EYFS staff meetings, twilights and INSETS as required
- To attend planning meetings prior to new term to adapt and support the planning process out of work hours for up to 1 hour per short term.
- To undertake setting-up and maintaining effective and efficient communication to parents
- To be responsible for ensuring that the display boards are attractive and up-to-date
- To undertake CPD courses as necessary for professional development.
- To undertake such other duties consistent with the nature and responsibility of the post as may be reasonably assigned by the Headteacher.

General Conduct

- Be respectful in your conduct towards pupils, parents and colleagues at all times.
- Report any concerns relating to safeguarding or conduct to the line manager (f*ailure to do so could result in disciplinary proceedings)*.
- Adhere to the behaviour policy at all times remaining calm and fair.
- To maintain a safe environment for all through cleaning, assessing, reporting.
- Record all accidents in the accident book and report incidents, in line with our medical and first aid policy.

Person Specification

We are looking for someone who:

- has relevant experience of working with primary and EYFS aged children and ideally a level 3 or above qualification in childcare.
- Is suitable to work with children. (*The post holder must have Enhanced DBS Clearance to carry out this role and be responsible for the promoting and safeguarding the welfare of children s/he is responsible for, or comes into contact with.)*
- has a good level of personal presentation, time management skills and attendance.
- has the ability to motivate and inspire children.
- has the enthusiasm to develop their pedagogy and knowledge of teaching and learning.
- has the vision, energy and dedication to ensure outstanding outcomes for all learners.
- builds warm relationships with parents, carers and other professionals.
- will get involved in all aspects of wider school life.
- will nurture every child to flourish and be the best they can be through our well embedded Christian values.

- support pupils and staff effectively, while working as part of a team.

We can offer:

- a commitment to developing your knowledge and interests in teaching, restorative Practices or other professional areas of study.
- a team who are enthusiastic, friendly and dedicated.
- friendly, happy children who are keen and eager to learn.
- supportive parents and governors who work as partners with the school for the benefit of the children.
- Wider support from the NCSF trust.

Longborough is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. The successful applicant will be subject to a full Disclosure and Barring Service check, references and other suitability checks before appointment is confirmed. Shortlisted candidates will also be subject to online checks.

We take up references prior to interview and all appointments are subject to a police check in accordance with the Rehabilitation of Offenders Act 1974 which requires the disclosure of criminal background of those with access to children. To comply with the Asylum and Immigration Act 1996 we request candidates to bring with them to interview evidence of their right to employment in the United Kingdom.

To apply:

1. Send a short covering letter illustrating your relevant experience, interests and why you would like to work at our school to longboroughadmin@ncsf.school
2. Complete the NCSF application form, giving details of 2 references- these will be contacted prior to interview.

We encourage and welcome those who may want to come and look around school before applying. Please also take a look at our school website which will give you a good idea about us!