



**Job Description: Early Years Practitioner (Level 3), full time, term time only**  
**Responsible to: Headteacher**

Bertrum House Nursery is looking to appoint a motivated and passionate Early Years assistant (Level 3) to join our team from January 2026. We are a friendly, community focused nursery situated between Balham and Tooting Bec. We have a well-qualified, committed team; large, bright classrooms; a hall for activities such as dance and yoga; and a huge field for outdoor learning. Bertrum House prides itself on nurturing young children to be confident, happy learners and we encourage applicants to visit our Instagram page to get a sense of our enthusiasm for Early Years education (@bertrumhousenursery).

The role will be to support learning with our youngest children aged 2 and 3 years old, and you would be working within an experienced team to plan, assess and deliver an exciting, engaging Early Years curriculum to prepare the children for school. The role is term time only, Monday to Friday from 8am until 4.15pm.

There are lots of opportunities to grow your career at Bertrum House and we are committed to supporting professional development within our team.

***Bertrum House Nursery is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. This post is exempt from the Rehabilitation of Offenders Act (1974) and is subject to an Enhanced DBS Disclosure. Bertrum House Nursery is an equal opportunities employer. We welcome applications from all members of the community, regardless of gender, age, marital status, disability, ethnicity, religion, belief or sexual orientation.***

## Selection Process

- Candidates are asked to fill in the online application form using the Person Specification and Job Description for guidance. **CVs will not be accepted.**
- Your application should be submitted by email to [office@bertrumhousenursery.co.uk](mailto:office@bertrumhousenursery.co.uk)
- Candidates are encouraged to submit applications as soon as possible: we will arrange interviews for suitable candidates as their applications are received.

Shortlisted candidates will be invited for an interview where you will be asked to prepare and deliver a short activity with a small group of children. More details will be given prior to interview.

In addition to candidates' ability to perform the duties of the post, the interview process will also explore issues relating to safeguarding and promoting the welfare of children including their:

- Motivation to work with children and young people;
- Ability to form and maintain appropriate relationships and personal boundaries with children and young people;
- Emotional resilience in working with challenging behaviours; and
- Attitudes to behaviour and class management

If the selection panel does not feel that it is appropriate to make an appointment from the people who have applied for the post, applicants will be notified accordingly and the post will be re-advertised.

Any appointment will be subject to the receipt of satisfactory references and to pre-employment checks.

## Main Duties and Responsibilities

### Classroom Organisation and Management

1. To support the class teacher responsible for the delivery of the Early Years Foundation Stage Curriculum
2. To work with colleagues to create a well-ordered, safe and secure learning environment, which ensures the educational, social and emotional well-being of children in the nursery school
3. To use both the inside and outside learning environments to foster a love of learning and promote development

### Equal Opportunities

4. Provide for the individual needs and development of the nursery school children, including those with emerging SEND
5. Select and prepare resources which take into account and support the diversity of children's backgrounds, so that boys and girls, from all ethnic groups can make the best possible progress

### Planning

6. To work with the class teacher to plan a flexible and responsive planning system based around children's interests and next steps for learning
7. To support the class teacher in planning for imaginative and creative opportunities for children to learn in all areas of the nursery school including the outdoor area, the local community and the wider world

### Assessment for Learning

8. Observe children, recording significant moments in their development
9. To support children in meeting their 'next steps' and to record progress towards meeting targets
10. To use ICT to support teaching and learning
11. To scaffold the children's learning, interacting during focused and independent play to skilfully guide them towards meeting their next steps

### Professional Relationships

12. Promote an open-door policy, develop and maintain positive relationships with families
13. Involve parents and carers in the life of the school and its learning community
14. Follow safeguarding procedures and report concerns to Designated Safeguarding Lead
15. Support the nursery class teacher in organising and preparing resources

### Professional Development

16. Participate in, contribute to staff meetings, INSET and CPD initiatives as required
17. To keep up to date with relevant changes in the EYFS and educational research
18. To take on additional responsibilities when opportunities arise

### Other Duties

19. Support children with toileting
20. Maintain a safe, clean and tidy environment e.g. washing up, sharpening pencils, tidying resource areas, clearing paint pots and brushes
21. Pack away when necessary e.g. at the end of the day and at the end of each half term
22. Support lunch breaks and snack times
23. Assisting during peripatetic teaching sessions e.g. dance and yoga