

EARLY YEARS PRACTITIONER

CANDIDATE INFORMATION



**King's
Hawford**

INDEPENDENT CO-ED DAY SCHOOL FOR AGES 2-II



Welcome

Thank you for your interest in the role of Early Years Practitioner at King's Hawford Prep School.

I am so pleased that you have expressed an interest in the Early Years Practitioner role at King's Hawford. I have the enormous privilege of being the Head at King's Hawford and can testify to the warmth of welcome you will receive.

This is a busy, exciting and joyful community of which to be a part. Our staff are creative in their approach and encourage every child to embrace academic challenge, and perform outside of their comfort zone by dancing, singing and performing. Learning a new language or a musical instrument

and exploring the great outdoors are woven into the fabric of everyday life here.

Teaching and learning are structured to encourage all children to build skills such as collaboration, resilience and independent thinking, which will enable them to achieve success in the future; furthermore, our co-curricular approach builds character; this journey begins in our Kindergarten.

We are looking for an experienced Early Years Practitioner to join our team on a part-time basis,

year round. This post would suit those who can be flexible, are team players and keen to become involved in the wider life of a very dynamic school.

We look forward to hearing from you.

Tom Butt
Head
King's Hawford Prep School

Job description

Every child at King's Hawford has access to unparalleled facilities and inspiring members of staff. As ever, though, it is the children themselves who make the School what it is. Children at King's Hawford are defined by their strength of character. They have a go and they are confident to do so, whilst looking after each other when things don't go to plan. Our commitment to learning outside the classroom and environmental sustainability are at the heart of all we do, and this fosters a great sense of responsibility towards nature in every child.

Learning

- Prepare the classroom or kindergarten before sessions – set up of continuous provision.
- Assist with planning of teaching activities based on individual children – “In the Moment” planning.
- Take responsibility as a key person for a group of children.
- Assist children with day-to-day activities.
- Assist in the implementation of Early Years Foundation Stage for children and help to monitor their progress through observations and “wow moments”.
- Provide support for individual children inside and outside the classroom to enable them to participate fully in activities.

- Work with other professionals, such as speech therapists and occupational therapists, as necessary.
- Assist the Kindergarten Manager with maintaining children's records and floor books.
- Support children with emotional or behavioural problems and help develop their social skills, reporting any issues when required.

Administrative duties

- Prepare and present displays of children's work.
- Keep the classroom in a tidy and safe order.
- Supervise outdoor play activities where required.
- Complete daily diary for parents at end of session and parental interaction when children are picked up at end of session.
- Assist with photocopying and routine administrative tasks.
- Attend team and staff meetings.
- Attend inset days.

Pastoral care

- Be proactive in matters relating to safeguarding and health and safety.
- Supervise cloakroom and toilet visits.
- Assist at mid-morning break.

- Assist with changing and dressing for Forest School and other activities, including swimming.
- Assist with lunch.
- Participate in play area supervision and lunch duty.
- Assist in the general movement of children around the School.
- Clean and tidy away at end of sessions.

Supporting duties

- One early duty per week to start at 7.30am, and one late duty per week, finishing at 6pm.
- Attend and support school open mornings and speech days if required.
- Assist with parents' evenings if required.
- Support at school events when required.
- Provide support outside of normal classes, such as covering absences or going on school trips.
- Undertake professional duties that may be reasonably assigned by the Head.

Hours of work Part-time, working on a range of between 25 and 28 hours per week (plus supporting duties), between 7.30am and 6pm, year-round.

Start date: As soon as possible after 17th September 2025 (subject to successful completion of pre-employment checks).

Salary £14.78 per hour.

Person Specification

It is expected that the Early Years Practitioner will demonstrate a range of qualities, skills and experience, as outlined below.

KNOWLEDGE AND SKILLS REQUIRED

Support the aims and ethos of the School and the King's Foundation.
Be an active and willing member of the School and Kindergarten Team.
Take responsibility for the delivery of specific tasks to assist children with learning difficulties.
Offer excellent numeracy, literacy and communication skills.
Use ICT effectively to support learning.
Set a good example in terms of dress, punctuality and attendance.
Promote a positive approach to working with children and demonstrate the ability to motivate, inspire and build rapport.
Demonstrate a strong regard for children's safety and well-being, proactively demonstrating an understanding of the importance of safeguarding processes and procedures.
Respect diversity.
Demonstrate excellent team working and interpersonal skills.
Deal with sensitive information in a confidential manner.
Offer creative ability.
Work calmly and with patience.
Take a flexible approach to work and have a "can do" attitude.
Show empathy with children facing barriers to their learning.
Form and maintain appropriate professional relationships and boundaries with children, teachers, parents and other colleagues.
Offer excellent organisational and time management skills.
Promote a professional attitude to work.
Keep up to date with educational policy and training relating to the role.
Demonstrate a good knowledge and understanding of the EYFS.

QUALIFICATIONS REQUIRED

A recognised NVQ Level 3 qualification in childcare development or equivalent.
Paediatric first aid certificate is desirable; however, training can be provided.



Safeguarding Responsibilities at King's Worcester

The King's Foundation is committed to safeguarding and meeting the needs of all children.

What is safeguarding?

Safeguarding and promoting the welfare of children is defined as:

- Protecting children from maltreatment
- Preventing impairment of children's health or development
- Ensuring children grow up in circumstances consistent with the provision of safe and effective care
- Taking action to ensure all children have the best outcomes.

(Definition from *Keeping Children Safe in Education*)

Our commitment to safeguarding

The King's School, Worcester ensures that safeguarding is given the highest priority and actively promotes the well-being of pupils. Safeguarding and child protection are at the forefront of, and underpin all relevant aspects of, process and policy development.

The Foundation's safeguarding culture supports good practice and enables issues to be addressed promptly and appropriately in the best interests of the children.

Safeguarding culture at King's

As we strive to maintain an open culture of safeguarding across the King's Foundation, we:

- Train our staff in safeguarding
- Work in partnership with King's families
- Liaise with external support agencies
- Follow the four Rs: Recognise, Record, Report, Refer
- Prioritise early intervention
- Listen to pupils
- Encourage professional curiosity
- Create a team around the child.

Responsibilities of the successful candidate

Staff are advised to maintain an attitude of "it could be happening here and probably is" as far as safeguarding is concerned and should always act in the best interest of the child. All staff must:

- Actively promote and safeguard the welfare of all pupils
- Have proper regard for the Foundation's Safeguarding Policy and related procedures
- Report any concerns in a timely manner
- Attend annual safeguarding training.



Application Process

In order to provide our pupils with a well-rounded and enriched educational experience which is truly representative of the world in which they grow up, the King's Foundation strives to place equity, diversity and inclusion at the heart of everything we do, ensuring that we build a community which is truly representative of all backgrounds and experiences. We believe that we will do that best if our employees come from different backgrounds and if we create an environment of inclusion and belonging for them.

All applications will be acknowledged and all applicants will be notified as to whether or not they have been invited to an interview.

Successful applicants will be advised of the date and time of the interview. References will be requested and candidates should be aware that referees will be asked to comment on a candidate's disciplinary record and whether or not the candidate has been subject to any child protection concerns. Proof of identity will be required at interview.

Candidates unsuccessful at interview will receive written notification.

The School is required to ensure that the successful candidate is checked by the Disclosure and Barring Service. Details of the School's policies on safeguarding and promoting the welfare of children as well as equal opportunities are available on request. References will be obtained and verified prior to the appointment being confirmed.

The King's Foundation is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. Applicants will be required to undergo child protection screening appropriate to the post including checks with past employers and the Disclosure and Barring Service. Shortlisted applicants will be required to complete a self-declaration form in relation to any criminal record or information that may make you unsuitable to work with children, and will be subject to an online search.

How to apply

Candidates must complete the TES online application form which can be found at:

www.tes.com/jobs

Please submit any queries regarding the role to the HR team at recruitment@ksw.org.uk

Closing date for applications: 9am Monday 1st September 2025

Start date: As soon as possible after 17th September 2025 (subject to successful completion of pre-employment checks)

Please visit the vacancies page of the School website www.ksw.org.uk/careers to find out more about the benefits of working at King's and to hear why our staff love being a member of the Foundation community.



