



# Broomfield House School

**Post Title:** Early Years Lead Practitioner – Rising Three's

**Reporting to:** Head of Early Years

**Accountable to:** Headmaster

**Start Date:** September 2025

**Contract:** Full-time – highly competitive salary

## Introduction

Broomfield House School is a world-class learning environment, leading the way in best practice by blending a rich heritage with a forward-thinking approach to education. As we expand our outstanding Early Years provision with the launch of a dedicated Rising 3s class in September 2025, we are now seeking an exceptional early years practitioner to become the key worker at the heart of this exciting new space.

This is a rare opportunity to help shape the foundations of a new learning environment from day one, supported by a passionate team, research-informed practice, and a school culture that values innovation, sustainability, and individual care. The new provision will reflect Broomfield's deep commitment to nurturing confident, curious, and independent learners through purposeful play, personalised learning, and strong, supportive relationships.

If you are inspired by excellence in early childhood education and want to be part of a school that places children at the centre of everything it does, we would love to hear from you.

## Job Purpose

The key functions of the role are:

- ✓ To be a member of the Early Years Foundation Stage (EYFS) Team working together under the direction of the Head of Early Year, ensuring the best possible progress for all children.
- ✓ To take responsibility for leading the daily, weekly and termly programme for 'rising three' provision.
- ✓ To act as Key Person for children in rising three's provision.
- ✓ To facilitate learning by supporting the needs of all in the pursuit of high standards of children's achievement, particularly in the prime areas of learning and development.
- ✓ To follow all school policies.
- ✓ To be a role model of high expectations and aspirations for young people, colleagues and other members of the school community.

Required qualifications:

- ✓ Level 3 NVQ Equivalent or higher

Operational Duties and Responsibilities:

- ✓ Plan, prepare and deliver learning experiences that will enhance children's physical, intellectual, emotional, social and moral development.
- ✓ Take responsibility for overall observations, assessments and recording of the development of individual children with reference to the school's policies and EYFS Framework including children with special educational needs.
- ✓ Work alongside the Head of Early Years to create a broad and balanced curriculum; including long- and short-term planning, observations and assessments as required.
- ✓ Lead the development of high-quality child-centred play-based provision.
- ✓ Role model effective practice to other Early Years practitioners.
- ✓ Prepare, set-up and manage materials and equipment, both indoor and outdoor learning areas.
- ✓ Contribute to decisions and recommendations about practice, routines and organisation of space, to maximise the achievement of all children.
- ✓ Foster children's independence and self-regulation.
- ✓ Support children with a variety of Special Educational Needs within the provision and reporting/working with SENDCO to best support individual needs.
- ✓ Work with the Head of Early Years to ensure positive transition arrangements in order to support all children, including conducting home visits.
- ✓ Model positive behaviour management strategies in line with school policies.
- ✓ Provide an inclusive environment that allows for consideration of the children's ethnic, cultural, linguistic backgrounds and gender.
- ✓ Be aware of safeguarding procedures, identifying and monitoring children at risk or cause for concern, reporting to the designated safeguarding lead.
- ✓ Administer first aid and comfort to sick children appropriately including support for toileting.
- ✓ Attend and contribute to Early Years Team meetings and whole staff meetings and training days when required.
- ✓ Willingness to undertake personal care duties for individual pupils as required.
- ✓ Work well as part of the Early Years Team, maintaining effective professional relationships with colleagues.
- ✓ Understand the need for and implement positive relationships with parents and carers, including sharing key information about their child's learning and progress and any causes of concern.
- ✓ Undertake such other duties as may reasonably be required by the Head of Early Years / Headmaster.

#### Other Duties and Responsibilities

- ✓ Keep up to date with best early years practice and national policy.
- ✓ Engage positively in the appraisal process to achieve outcomes and personal appraisal targets.
- ✓ Have a commitment to personal and professional development e.g. attend training.
- ✓ Ensure that duties are undertaken with due regard and compliance with the Data Protection Act and other legislation.
- ✓ Carry out duties and responsibilities in accordance with school policies including Health and Safety Policy and relevant Health and Safety legislation.

This job description sets out the duties of the post at the time when it was prepared. Such duties may vary from time to time without changing the general character of the role. All staff are required to complete a one-term probationary period during which time suitability for the post will be assessed.

Person Specification	
Personal Attributes	<ul style="list-style-type: none"> <li>✓ A passionate belief in children's entitlement to high quality learning opportunities and a play-based approach to learning.</li> <li>✓ High expectations of the children in your care</li> <li>✓ Pride in your professional achievements</li> <li>✓ Pride in the achievements of the school</li> </ul>

	<ul style="list-style-type: none"> <li>✓ Ability to motivate and instil respect and empathy in children</li> <li>✓ Ability to forge positive relationships with children and parents.</li> <li>✓ Ability to work in partnership with other team members to ensure effective communication.</li> <li>✓ A sense of humour and fun</li> <li>✓ Flexibility</li> <li>✓ Good time management skills</li> <li>✓ Ability to manage stressful situations and strategies to reduce your own stress levels and those of others</li> <li>✓ A commitment to your own Continuing Professional Development.</li> <li>✓ Ability to motivate and support colleagues to identify their own strengths and areas that need development.</li> </ul>
Professional Qualifications and experience	<ul style="list-style-type: none"> <li>✓ Early Years Qualification, minimum level 3</li> <li>✓ Substantial successful experience of working within an Early Years Foundation Stage setting.</li> <li>✓ A secure knowledge of child development and early childhood education.</li> </ul>
Knowledge and skills	<ul style="list-style-type: none"> <li>✓ Ability to identify and model the delivery of high-quality practice and provision in which all children can thrive.</li> <li>✓ Knowledge and understanding of the Statutory Framework for the EYFS.</li> <li>✓ Proven commitment to meeting the needs of the whole child and his/her family, particularly an understanding of the importance of the child's well-being, personal, social and emotional development.</li> <li>✓ Commitment to developing and maintaining the ethos of the setting as a partnership of children, professionals, parents/carers and the community.</li> <li>✓ Knowledge and understanding of effective observation and assessment.</li> <li>✓ Sound knowledge of current developments and issues in the education and care of young children, including those who are vulnerable.</li> <li>✓ Understanding of the importance of appropriate information sharing and confidentiality in supporting children's and families' well-being.</li> <li>✓ Understanding of relevant policies/codes of practice.</li> <li>✓ Ability to work in accordance with safeguarding policies and procedures.</li> <li>✓ Evidence of commitment to fostering equality and inclusion in relationships with parents and colleagues.</li> <li>✓ Sound knowledge and understanding of how to identify and meet the needs of more vulnerable children including those with SEND.</li> <li>✓ Good, positive behaviour management skills</li> <li>✓ Effective use of technology to support learning</li> <li>✓ Experience of working with 2 and 3 year olds and provide quality care and support for this age group.</li> </ul>
Professional development	<ul style="list-style-type: none"> <li>✓ Reflective practitioner: the ability to contribute to evaluating provision and initiate and manage appropriate change.</li> <li>✓ Ability to develop wider partnership and support a multi-disciplinary team approach around the child and family to ensure best outcomes.</li> <li>✓ Ability to learn alongside others and willingness to support others to improve.</li> </ul>
Desirable criteria	<ul style="list-style-type: none"> <li>✓ Up to date paediatric First aid training. Training can be provided if needed for the successful candidate.</li> </ul>