



Mrs Karen Wyborn BA (Hons) PGCE NPQH  
Headteacher

## Job Description

Post Title: Early Years Practitioner  
Post Responsible to: Preparatory School Headteacher

### JOB PURPOSE:

This post is to support the Kindergarten Leader, under the direction of the Head of Early Years and the Preparatory School Headteacher. To work effectively as part of a team, using personal skills, knowledge and experience to deliver the Early Years Foundation Stage Curriculum and provide high quality care. The Early Years Practitioner should have experience of working in the Early Years Foundation Stage and be qualified to at least NVQ Level 2, level 3 desirable.

Early Years Practitioners will:

- take the role of Key Person and form a professional and effective relationship with the child and their family
- plan for and respond to children's individual needs
- maintain a well organised, safe and tidy learning environment
- maintain an attractive and stimulating learning environment both indoors and outdoors
- contribute to the on-going assessment through observations and photographs and maintain the Learning Journeys of their key children
- create a happy and secure environment in which children can develop confidence and grow as individuals
- use positive behaviour management strategies and encourage a calm and supportive learning environment
- meet the specific needs and requirements of individual children. e.g. SEND, allergies, dietary needs
- identifying pupils who have SEND and contribute to any specific Individual Learning Plans
- participate in and contribute to special events, assemblies, open days, and outings

*Curiosity*

*Commitment*

*Creativity*

*Community*

BCS Prep, 40 St Osmund's Road, Lower Parkstone, Poole, Dorset BH14 9JY  
+44 (0)1202 714110 | [prep-admin@bcschool.co.uk](mailto:prep-admin@bcschool.co.uk)  
Mrs Karen Wyborn BA (Hons) PGCE NPQH, Headteacher

[bournemouthcollegiateschool.co.uk](http://bournemouthcollegiateschool.co.uk)

BCS Senior, College Road, Southbourne, Bournemouth, Dorset BH5 2DY  
+44 (0)1202 436550 | [senior-admin@bcschool.co.uk](mailto:senior-admin@bcschool.co.uk)  
Mrs Maria Coulter BSC (Hons) PGCE NPQH, Headteacher

BRIGHT SCHOLAR (BCS) MANAGEMENT LIMITED. Registered Office: Suites 6-7 the Turvill Building Old Swiss, 149 Cherry Hinton Road, Cambridge CB1 7BX. Registered in England No: 11494533



PART OF  
**CATS**  
GLOBAL SCHOOLS



Mrs Karen Wyborn BA (Hons) PGCE NPQH  
Headteacher

- complete two 5pm finishes per week, as required
- take part in parent consultation meetings (outside of school hours) and feedback as required on issues relating to the day and answer questions and enquiries
- contribute to displays, creating an attractive and stimulating environment, in line with the school display policy
- comply with the school’s Code of Conduct and all Policies and Procedures
- ensure confidentiality at all times and ensure compliance with GDPR
- to adhere at all times to Safeguarding and Child Protection regulations
- to be aware and adhere at all times to the school code of conduct and confidentiality.

The Early Years Practitioner will be expected to keep abreast of new initiatives and developments in Early Years education and actively commit time to own on-going continued professional development, fulfilling the requirements of the annual appraisal scheme for Early Years practitioners.

The job description allocates duties and responsibilities. It does not direct the particular amount of time to be spent carrying them out and no part of it may be so construed. It is not necessarily a comprehensive definition of the post, as it may include other duties necessary to ensure the smooth running of the school as directed by the Headteacher.

It may be reviewed and may be subject to modification or amendment after consultation with the post holder.

Signed .....  
Early Years Practitioner

Date

Signed .....  
Karen Wyborn, Headteacher

Date

Curiosity

Commitment

Creativity

Community

BCS Prep, 40 St Osmund’s Road, Lower Parkstone, Poole, Dorset BH14 9JY  
+44 (0)1202 714110 | prep-admin@bcschool.co.uk  
Mrs Karen Wyborn BA (Hons) PGCE NPQH, Headteacher

[bournemouthcollegiateschool.co.uk](http://bournemouthcollegiateschool.co.uk)

BCS Senior, College Road, Southbourne, Bournemouth, Dorset BH5 2DY  
+44 (0)1202 436550 | senior-admin@bcschool.co.uk  
Mrs Maria Coulter BSC (Hons) PGCE NPQH, Headteacher

BRIGHT SCHOLAR (BCS) MANAGEMENT LIMITED. Registered Office: Suites 6-7 the Turvill Building Old Swiss, 149 Cherry Hinton Road, Cambridge CB1 7BX. Registered in England No: 11494533





**Mrs Karen Wyborn BA (Hons) PGCE NPQH**  
Headteacher

---

*Curiosity*

*Commitment*

*Creativity*

*Community*

BCS Prep, 40 St Osmund's Road, Lower Parkstone, Poole, Dorset BH14 9JY  
+44 (0)1202 714110 | [prep-admin@bcschool.co.uk](mailto:prep-admin@bcschool.co.uk)  
*Mrs Karen Wyborn BA (Hons) PGCE NPQH, Headteacher*

[bournemouthcollegiateschool.co.uk](http://bournemouthcollegiateschool.co.uk)

BCS Senior, College Road, Southbourne, Bournemouth, Dorset BH5 2DY  
+44 (0)1202 436550 | [senior-admin@bcschool.co.uk](mailto:senior-admin@bcschool.co.uk)  
*Mrs Maria Coulter BSC (Hons) PGCE NPQH, Headteacher*

BRIGHT SCHOLAR (BCS) MANAGEMENT LIMITED. Registered Office: Suites 6-7 the Turvill Building Old Swiss, 149 Cherry Hinton Road, Cambridge CB1 7BX. Registered in England No: 11494533



PART OF  
**CATS**  
GLOBAL SCHOOLS