

St Joseph's Federation

Catholic Infants, Juniors & Nursery



Diocese of Brentwood

Position: Early Years L3 Practitioner
Salary: Range SC2.03-SC2.05
FTE £28,617-29,436.00
(Pro-rata for 39 weeks based on 35 hours per week according to experience and qualifications).
Start date: March 2026 subject to reference, DBS and medical checks.
Contract: Permanent Fulltime Contract (Term Time Only)
Working Hours: 5 days- 35 hrs a week

Job Summary

St. Joseph's Federation wish to appoint a dedicated and passionate Nursery Practitioner to join our existing team in Leyton E10 (close to Stratford). The ideal candidate will have a strong background in early childhood education and a genuine love for working with children. As a Nursery Practitioner, you will play a vital role in creating a nurturing and stimulating environment that promotes the development and well-being of young children and ensuring that each child receives the attention and care they deserve.

Requirements

- A recognised qualification in Early Childhood Education or equivalent experience working with children or commitment towards working towards Level 3 Childcare Apprenticeship.
- Taking part in First Aid training as required
- Have the right to work in the UK
- Excellent communication skills in English, both verbal and written.
- Experience in childcare settings, particularly within nurseries.
- A genuine passion for working with young children and supporting their growth.
- Ability to drive initiatives that improve the nursery's practices and outcomes for children.
- Knowledge of child development theories and best practices in early years education.

Responsibilities

- Ensure a safe and engaging environment for children.
- Be fully committed to safeguarding the children in our care.
- Plan and implement age-appropriate activities that foster learning and development.
- Communicate effectively with parents and guardians regarding their child's progress and well-being.
- Provide high-quality childcare, ensuring the physical, emotional, and social needs of children are met.
- Supporting children's self-help needs
- Support children's learning through play, encouraging curiosity and exploration.
- Maintain accurate records of children's development and progress.
- Collaborate with colleagues to create a cohesive team environment focused on best practices in early childhood education.

Skills

- Strong understanding of early childhood education principles and practices.
- Experience working with children in a nursery or childcare setting is essential.
- Excellent communication skills in English, both verbal and written.
- Ability to drive initiatives that enhance the nursery experience for children and families.
- Leadership qualities to manage activities effectively while fostering teamwork among staff.
- A nurturing attitude with the ability to build positive relationships with children, parents, and colleagues.

We can offer:

- Supportive, caring, inclusive environment - where everyone is valued, welcomed and supported to succeed.
- High quality teaching and learning.
- Enthusiastic pupils who enjoy school.
- Excellent career development, progression and training.
- Supportive governors and parents and strong links with St. Joseph's Parish.
- Enhanced holiday allowance -being a school-based nursery we are only open term time
- Statutory sick pay.
- Annual salary reviews.
- Discretionary leave.
- Overtime opportunities to take over time which can be taken as additional salary or toil.
- Pension - you can contribute towards a workplace pension
- Coaching & mentoring
- On site parking.

This role offers an exciting opportunity to make a meaningful impact on the lives of young children while working in a supportive team environment dedicated to excellence in childcare.

Visits to our lovely school are warmly welcome. You can contact the office manager, Mrs Ammonies to arrange a visit and meet the Headteacher of Early Years Lead.

Phone: 02028 539 3000

Email: office@st-josephs-inf.waltham.sch.uk

How to apply

Please note that all applicants must use the CES application forms provided. All sections of the CES application form and relevant supplementary documents must be completed.

Completed application forms must be returned by email to: office@st-josephs-inf.waltham.sch.uk

Closing Date: Monday 23rd February at 12 noon

Interview Date: TBC

Our school 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 candidate will be

required to undertake an enhanced criminal records disclosure and barring check (DBS) and have at least two references.

St Joseph's Federation are an equal opportunities employer

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JOB DESCRIPTION

EARLY YEARS PRACTITIONER LEVEL 3

Scale Range : Scale 3-5

Responsible to: Early Years Lead/ Headteacher

Experience and Qualifications

Nursery Nurses **with considerable nursery experience and a minimum of:**

- 1 NVQ Level 3 in Children's Care, Learning and Development
- 2 NNEB certificate
- 3 CACHE Level 3 Diploma in Child Care and Education

Job Purpose

- 1 To work in partnership and complementary to the Nursery reception teacher or lead professional, in order to help meet the aims of the Nursery. Nursery reception teacher or lead professionals are responsible for planning the overall policy and curriculum, and EYPs are given some responsibility for planning part of the programme and are to play a full part in its implementation.
- 2 To provide service delivery within the requirements of the Early Years Foundation Stage Framework, Every Child Matters and Ofsted Care Standards (Under 3s).

Major Tasks, Duties and Responsibilities

1 Support for Children

- 1.1 Share responsibility for safety, health and welfare of children at all times
- 1.2 Ensure all children have access to the full curriculum
- 1.3 Relate well to children
- 1.4 Guide the development of children's social behaviour and attitudes
- 1.5 Frequently supervise children on activities without a teacher present including outdoor activities
- 1.6 Observing and assessing children's development and progress
- 1.7 Keeping accurate records of observation, assessment and development of children
- 1.8 Acting as a keyworker for a group of children
- 1.9 Taking responsibility for specific activities with large or small groups of children or individuals

2 Support for the Teacher

- 2.1 Organising materials and equipment for use within the nursery
- 2.2 Sharing responsibility for care and maintenance of resources and equipment
- 2.3 Lead in preparation and clearing up of activities and encourage children to help
- 2.4 Share responsibility for display
- 2.5 Contribute to curriculum development ensuring a stimulating environment
- 2.6 Take sole responsibility for specific activities including the planning
- 2.7 Take responsibility for an area of learning
- 2.8 Taking on other tasks such as Lunch Time supervision
- 2.9 Attend weekly staff and planning meetings
- 2.10 To work closely with other agencies and professionals on a regular basis

3 Support for Parents

- 3.1 Encourage parents and carers to be involved in the setting and their children's learning
- 3.2 Establish good relationships with parents and carers
- 3.3 Build up a trusting relationship with parents/carers of keyworker group
- 3.4 Take part in home visits when appropriate and required
- 3.5 Supporting parents with outside agencies when appropriate or required
- 3.6 Responsibility for actively developing home-setting liaison and parental involvement in the setting
- 3.7 Participating in organising and leading training for parents in the setting and if in a Children Centre for parents in the wider community

4 Supporting the Early Years Setting – School or Children Centre

- 4.1 Promote the aims and policies of the setting
- 4.2 Promote the ethos of the setting at all times
- 4.3 Promote and develop wider links within the wider community
- 4.4 Have an active participation in organising and leading training for the early years work force
- 4.5 General supervisory responsibility for students

Other requirements:

- 1 To attend and participate in staff meetings.
- 2 To participate in training and performance management as required.
- 3 To have an up-to-date Enhanced DBS Disclosure.



PERSON SPECIFICATION

LEVEL 3 EARLY YEARS PRACTITIONER

Qualifications

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| <ul style="list-style-type: none">• NNEB/CACHE Level 3/NVQ Level 3 in Childcare and Education | Essential |
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Experience

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| <ul style="list-style-type: none">• At least 2 years working with children aged 0 – 4 | Desirable |
| <ul style="list-style-type: none">• Evidence of anti– discriminatory practice | Essential |
| <ul style="list-style-type: none">• 2 years experience in a nursery education setting post qualification | Desirable |
| <ul style="list-style-type: none">• Working with children with special needs | Essential |

Knowledge and Understanding

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| <ul style="list-style-type: none">• Early Years Foundation Stage | Essential |
| <ul style="list-style-type: none">• Child Development | Essential |
| <ul style="list-style-type: none">• Learning through play | Essential |
| <ul style="list-style-type: none">• Child Protection guidelines | Essential |
| <ul style="list-style-type: none">• Maintaining a safe environment | Essential |

Skills and Aptitudes

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|---|-----------|
| <ul style="list-style-type: none">• Good standard of written work | Essential |
| <ul style="list-style-type: none">• Good interpersonal and communication skills | Essential |
| <ul style="list-style-type: none">• Ability to use computers | Desirable |
| <ul style="list-style-type: none">• Ability to work part of a team | Essential |
| <ul style="list-style-type: none">• Flexibility and enthusiasm for the job | Essential |

Other job requirements

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| <ul style="list-style-type: none">• Willingness to undertake in service training | Essential |
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