



# Nursery Educator and SENCo Information Pack

July 2026





# Information Pack

## Nursery Information

Little Pips Nursery, a state-of-the-art Early Years education facility, opened its doors in September 2025 on the grounds of Pocklington School. This exciting development reflects the School's strong commitment to the area and its desire to create a resource that benefits every child in the community.

Little Pips Nursery was born from a vision to provide truly exceptional Early Years education. Backed by the expertise and resources of Pocklington School, the nursery offers a nurturing haven where children aged 0 to four years can thrive. Little Pips provides flexible care options, including the government-funded 30 hours of free childcare scheme, alongside extended hours to meet the needs of busy families.

## Our Nursery

The brand-new nursery has been thoughtfully designed to create a warm and nurturing environment for young children and babies. Featuring natural materials, plants, and abundant sunlight, the environment seeks to inspire curiosity and encourage exploration. Alongside indoor spaces of the very highest quality, which include a Piazza for the nursery community to come together, and an artist's studio, Little Pips has invested significant funds in the outdoor area, to provide children with a large, bespoke outdoor environment in which they can explore, experiment and embark on adventures without limits.

## Our Approach

Central to Little Pips Nursery is its adoption of the Reggio Emilia approach, an internationally recognised educational philosophy originating in Italy. This approach views children as curious, capable, and competent individuals, placing emphasis on creativity, collaboration, and exploration to foster a lifelong love of learning and respect for each child's unique interests.

What sets Little Pips apart is its comprehensive offering. The nursery combines the expertise of highly qualified and passionate educators with access to weekly swimming lessons, Forest School sessions, and the use of 32 acres of outdoor space. Children also benefit from nutritious, locally sourced meals prepared by an in-house chef, creating a truly holistic approach to early years care and education.

Understanding the needs of busy parents, the nursery offers a unique feature: 'The Pip Stop!' This welcoming space allows parents to take a moment for themselves—whether to enjoy a coffee, catch up on emails, or simply recharge—before starting the rest of their day.

## Employee Benefits

The following are on offer as part of your employment with the Nursery. For further information on anything detailed here, please speak to the Human Resources Team. Benefits are subject to change.

**Generous Leave Entitlement** – includes holiday and other leave

**Competitive Pension Scheme** – competitive employer contribution rates for all staff (salary sacrifice available where applicable)

**Death in Service Benefit** – 3 times basic annual salary

**Discounted Nursery Fees for Permanent Staff**

**Discounted Gym Membership** - Francis Scaife Leisure Centre (Pocklington)

**Employee Assistance Programme** – offering a health, wellbeing, 24/7 online GP and counselling service for staff and their families

**Private Healthcare** – access to private healthcare provision through Benenden at competitive rates

**Employee Discount Portal** – access to savings and discounts portal

**Free Lunch** - whilst on duty

**Free Staff Room Refreshments**

**Enhanced Maternity, Paternity and Adoption Pay**

**Enhanced Sick Pay Arrangements**

**Free parking**

**Cycle to Work scheme** - this scheme is offered on a salary sacrifice basis, allowing eligible staff to benefit from reduced tax and NI payments.





# Job Advert

## Our Nursery

Little Pips Nursery, a state-of-the-art Early Years education facility, opened its doors in September 2025 on the grounds of Pocklington School. Little Pips was born from a vision to provide truly exceptional Early Years education. Backed by the expertise and resources of Pocklington School, the nursery offers a nurturing haven where children aged 0 to four years can thrive. What sets Little Pips apart is its comprehensive offering, the nursery combines the expertise of highly qualified and passionate educators, inspired by the Reggio Emilio approach, with access to our art studio, Forest School and the use of 32 acres of outdoor space creating a truly holistic approach to early years care and education.

## The role

- An ideal opportunity for experienced Nursery Educators looking for a new challenge or recently qualified practitioners searching for their next role
- You will work in one of our four rooms: Baby, walking to 2s, 2 to 3 or pre-schoolers to deliver high quality early childhood education
- You will provide day to day care and supervision of children to ensure their safety, wellbeing and happiness
- As an integral part of the nursery team, you will provide engaging, child centred learning experiences that reflect the very best of the Reggio Emilia approach.

**There is also the opportunity to incorporate a SENCo role into the Nursery Educator position (please see job description on page 9 and 10); please include this on your application.**

## The team

You'll be part of a nurturing, innovative team working with supportive, experienced and dedicated teaching professionals along with new recruits such as yourself. You'll work with vibrant and engaged educators in a setting that celebrates creativity, individuality, and collaboration. Together you will make a significant impact on the future of early childhood education within a forward-thinking, Reggio Emilia-inspired nursery.

## What you'll receive

- Competitive Salary of £27,788.80 per annum (FTE) / £13.36 per hour
- Excellent work life balance as we can accommodate a range of full and part time working patterns including 4 x 10 hour shifts per week (with the same day off each week). Hours of work are between 7:30am and 6:30pm. If you'd rather work a shorter day or less than full time hours then different working patterns can be discussed.
- Training and support to meet your individual needs with opportunities for professional growth and career progression
- 33 days holiday (includes bank holidays)
- Defined contribution pension scheme (5% employer contributions, 3% employee contribution)
- 50% fee discount for your children attending the nursery



- Free high quality lunch
- Free on-site parking

#### **You will be**

- Qualified to level 2 or above in Early Childhood Education (e.g. Early years educator, CACHE level 2 or equivalent)
- Experienced in working within an early years setting, with a passion for child-led, creative learning
- Committed to the application of the Reggio Emilia approach in early childhood education
- Patient, creative and enthusiastic with the ability to form strong, trusting relationships with children, colleagues and parents.

Don't worry if you're totally new to the Reggio Philosophy! We proudly invest in you — with excellent CPD opportunities, including specialist training, workshops and inspiring study tours in London, alongside a strong culture of support and collaboration.

#### **Next steps**

To find out more please contact Abby Holtby, Nursery Manager on 01759 321685 / [nurserymanager@littlepips.com](mailto:nurserymanager@littlepips.com) or Abby Popely in the HR Team on 01759 322666 / [popelya@pocklingtonschool.com](mailto:popelya@pocklingtonschool.com)

Please apply on [MyNewTerm](#); click the green "apply now" button to submit your application; you can upload the information from your CV to make the process quick and easy.

**We will be continuously reviewing applications and interviews may be arranged at any time. Therefore, we would like to encourage interested candidates to apply as soon as possible.**

**At Little Pips we believe that educators deserve inspiring environments and professional respect, just as much as the children we care for. If you are passionate about early childhood education and want to be part of a team committed to thoughtful, high-quality practice, we would love to hear from you.**

*We strive to inspire, support & celebrate equity, diversity & inclusion, indeed this is so fundamental that it is one of our core strategic objectives. As such we are committed to promoting equality and diversity within our workforce. As part of our recruitment process, we actively encourage applications from individuals of all backgrounds, experiences, and identities, including but not limited to race, ethnicity, gender, sexual orientation, disability, and age. We recognise the value of diverse perspectives and believe that a diverse team enhances innovation, creativity, and success. We strive to create an inclusive environment where all employees feel valued, respected, and empowered to contribute their best.*

*Pocklington School Foundation is committed to safeguarding and promoting the welfare of children and expects all staff to share this commitment. The successful applicant will be required to undertake an enhanced disclosure via the DBS.*

## Job Description

# NURSERY EDUCATOR (BIRTH TO 4 YEARS)

### Reporting To:

Nursery Manager

**The Nursery Educator** plays a key role in delivering high-quality early childhood education, providing day-to-day care and supervision of children ensuring their safety, well-being and happiness. As an integral member of the nursery team, you will provide engaging, child-centred learning experiences that reflect the Reggio Emilia philosophy. You will work closely with colleagues to support each child's learning and development, promoting independence, curiosity, and exploration

### Child Protection

The post holder is responsible for promoting and safeguarding the welfare of children and young persons for whom they are responsible, or with whom they come into contact, and will adhere to and ensure compliance with the Foundation's Child Protection Policy Statement at all times. If, in the course of carrying out the duties of the post, the post holder becomes aware of any actual or potential risks to the safety or welfare of children in the school they must report any concerns to the Designated Safeguarding Lead or to the Head.

February 2025

## Key Responsibilities:

### 1. Child-Centred Learning & Development:

- Implement the Reggio Emilia approach to create a learning environment that is child-led, play-based, and responsive to each child's interests and developmental needs.
- Plan, prepare, and deliver creative and stimulating activities that encourage exploration, problem-solving, and creativity through open-ended play and project work.
- Support the holistic development of children, focusing on their cognitive, emotional, social, and physical development in a nurturing, safe environment.
- Observe and assess children's progress regularly, documenting their learning through learning stories, photographs, and project work.
- Adapt learning experiences to meet the individual needs, preferences, and learning styles of each child.
- Maintain accurate records of your key children's progress and development.

### 2. Collaboration with Team & Pedagogical Practices:

- Work collaboratively with the Room Lead to deliver the nursery's curriculum and ensure consistency in the Reggio Emilia approach.
- Participate in regular team meetings, contributing ideas and sharing reflections on teaching practices and children's progress.
- Engage in professional development opportunities to deepen your understanding of the Reggio Emilia approach and improve your pedagogical practices.
- Mentor and support less experienced staff and apprentices, fostering a culture of collaboration and continuous learning.

### 3. Building Relationships with Children & Families:

- Build positive and trusting relationships with children, ensuring they feel safe, valued, and supported in their learning.
- Work closely with families to share information about children's progress, learning, and experiences, using learning stories, regular updates, and portfolios.
- Encourage family involvement in their child's learning journey by organizing and participating in parent workshops, open days, and other events that promote community engagement.
- Be an advocate for children's voices, ensuring their ideas, interests, and questions are central to the learning process.

#### **4. Health, Safety & Wellbeing:**

- Ensure the physical and emotional wellbeing of children by maintaining a safe, healthy, and stimulating environment.
- Adhere to all nursery policies and procedures, including health and safety, safeguarding, and child protection guidelines.
- Promote healthy eating habits, physical activity, and emotional wellbeing by providing a variety of experiences that encourage active learning and self-care.
- Monitor and support children's social and emotional development, providing interventions where necessary to promote positive behaviour and relationships.

#### **5. Contribution to the Learning Environment:**

- Maintain a rich, dynamic learning environment that reflects the children's interests and encourages inquiry-based learning.
- Work under the guidance of the Room Lead, to ensure that the physical environment provides natural resources, open-ended materials, and sensory experiences that promote exploration and creativity.
- Ensure that the indoor and outdoor environments are safe, welcoming, and thoughtfully arranged to support children's learning and engagement.

#### **6. Quality Assurance & Continuous Improvement:**

- Contribute to regular self-reflection and evaluation of your own practice, using observations and feedback to identify areas for growth and improvement.
- Participate in internal and external monitoring visits (e.g., Ofsted inspections) and work towards ensuring that the nursery consistently meets or exceeds regulatory standards.
- Support the nursery in its commitment to continuous improvement by taking part in the implementation of new ideas, pedagogical strategies, and best practices.

*This job description is not exhaustive, and the post holder may be required to undertake any other duties commensurate with their role.*

## Person Specification

|                               | Essential criteria   | Desirable criteria   | How measured                   |
|-------------------------------|--|--|--------------------------------|
| <b>Experience</b>             | <ul style="list-style-type: none"> <li>Experience working in an early years setting, with a passion for child-led, creative learning.</li> </ul>   | <ul style="list-style-type: none"> <li>Experience working with SEND children in an early years setting.</li> <li>Experience in using documentation to reflect on and enhance children's learning.</li> </ul> | Application form               |
| <b>Education and Training</b> | <ul style="list-style-type: none"> <li>Level 2 qualification in Early Childhood Education (e.g., Early Years Educator, CACHE Level 2, or equivalent).</li> <li>First Aid certification (or willingness to obtain).</li> </ul>  | <ul style="list-style-type: none"> <li>Level 3 qualification in Early Childhood Education (e.g., Early Years Educator, CACHE Level 3, or equivalent).</li> </ul>   | Application form               |
| <b>Skills and knowledge</b>   | <ul style="list-style-type: none"> <li>A willingness to learn about the Reggio Emilia approach and a commitment to implementing its principles in practice.</li> <li>A strong understanding of child development, particularly in relation to the Early Years Foundation Stage (EYFS).</li> <li>A sound understanding of safeguarding and child protection protocols, with a commitment to creating a safe environment for all children.</li> <li>Creative and flexible approach to learning and problem-solving.</li> <li>Proactive and enthusiastic in engaging with children and colleagues.</li> </ul> | <ul style="list-style-type: none"> <li>Creative skills (e.g., arts, music, or nature-based activities) that can enrich the nursery's learning environment.</li> </ul>  | Application form and interview |
| <b>Personal attributes</b>    | <ul style="list-style-type: none"> <li>Excellent communication and interpersonal skills, with the ability to form strong, trusting relationships with children, colleagues, and parents.</li> <li>A reflective approach to practice and a commitment to ongoing professional development.</li> <li>Patience, empathy, and a genuine passion for working with young children.</li> <li>Professional, reliable, and committed to maintaining high standards of practice.</li> </ul>  |  | Application form and interview |

**Child Protection:** this post is subject to acceptable references and clearance from the Data Barring Service as part of the Foundation's commitment to providing a safe environment for our pupils.

## Job Description

# Special Educational Needs Coordinator (SENCO)



### Reporting To:

Nursery Manager

The SENCO plays a pivotal role in ensuring that children with additional needs receive the highest standard of care, support, and early intervention. They lead on the identification, planning, and delivery of SEN provision within the nursery, working closely with staff, families, and external professionals to promote inclusion and ensure every child's individual needs are met.

### Child Protection

The post holder is responsible for promoting and safeguarding the welfare of children and young persons for whom they are responsible, or with whom they come into contact, and will adhere to and ensure compliance with the Foundation's Child Protection Policy Statement at all times. If, in the course of carrying out the duties of the post, the post holder becomes aware of any actual or potential risks to the safety or welfare of children in the school they must report any concerns to the Designated Safeguarding Lead or to the Head.

December 2025

## Key Responsibilities

### 1. Identification and Assessment

- Lead on early identification of children with additional needs or emerging developmental concerns.
- Carry out observations, assessments, and monitoring of children's progress.
- Maintain detailed and up-to-date SEN records, support plans, and reports.
- Coordinate and oversee One Page Profiles, Individual Education Plans (IEPs), or SEN Support Plans.

### 2. Supporting Children and Families

- Build strong, trusting relationships with parents, offering guidance and reassurance.
- Hold regular meetings with families to discuss progress, concerns, and agreed actions.
- Ensure that children receive tailored support in line with the SEND Code of Practice.

### 3. Working with Staff

- Support and advise practitioners in adapting their practice to meet a range of needs.
- Model inclusive strategies and interventions within the learning environment.
- Deliver in-house SEN training sessions and ongoing CPD for staff.
- Ensure staff understand the graduated approach: *Assess* → *Plan* → *Do* → *Review*.

### 4. Liaising with External Agencies

- Act as the nursery's main point of contact for SEND professionals, including:
  - Health visitors
  - Speech and language therapists
  - Educational psychologists
  - Early Help teams
  - Local Authority SEND services
- Coordinate referrals, multi-agency meetings, and the sharing of relevant documentation.

## 5. Compliance and Record Keeping

- Ensure nursery practice aligns with the SEND Code of Practice (2015).
- Maintain secure, accurate SEN files and reports.
- Prepare documentation required for EHCP (Education, Health and Care Plan) applications where appropriate.
- Contribute to Ofsted readiness by ensuring SEN provision meets statutory requirements.

## 6. Inclusion and Environment

- Promote a fully inclusive ethos across the nursery.
- Support staff in creating enabling, accessible learning environments.
- Ensure reasonable adjustments are in place for children who require them.
- Contribute to curriculum planning to ensure all children can engage meaningfully.

*This job description is not exhaustive and the post holder may be required to undertake any other duties commensurate with their role.*

## Person specification – SENCO

|                               | Essential criteria  | Desirable criteria   | How measured                   |
|-------------------------------|---|--|--------------------------------|
| <b>Experience</b>             | <ul style="list-style-type: none"> <li>• Experience working with children with additional needs in an Early Years setting</li> </ul>  | <ul style="list-style-type: none"> <li>• Experience leading staff or coordinating provision.</li> <li>• Experience attending multi-agency meetings or supporting EHCP application</li> </ul> | Application form               |
| <b>Education and Training</b> | <ul style="list-style-type: none"> <li>• Level 2 Early Years Qualification (or above)</li> </ul>  | <ul style="list-style-type: none"> <li>• SENCO qualification or willingness to complete appropriate training</li> </ul>  | Application form               |
| <b>Skills and knowledge</b>   | <ul style="list-style-type: none"> <li>• Strong knowledge of the EYFS and the SEND Code of Practice</li> <li>• Strong organisational and record-keeping skills</li> <li>• A commitment to inclusive practice</li> <li>• A willingness to learn about the Reggio Emilia approach and a commitment to implementing its principles in practice</li> </ul>  | <ul style="list-style-type: none"> <li>• Knowledge of developmental delays, neurodivergence, and early intervention strategies</li> </ul>  | Application form and interview |
| <b>Personal attributes</b>    | <ul style="list-style-type: none"> <li>• Excellent communication and interpersonal skills</li> <li>• Ability to work sensitively and confidentially with families</li> <li>• Commitment to safeguarding and promoting the welfare of children</li> <li>• Patient, empathetic, and nurturing in working with young children</li> <li>• Collaborative, adaptable, and able to work effectively as part of a team</li> </ul> |  | Application form and interview |

**Child Protection:** *this post is subject to acceptable references and clearance from the Data Barring Service as part of the Foundation's commitment to providing a safe environment for our pupils.*

# Recruitment Timetable

**Expected Interview Date:** To be arranged

**Expected Start Date:** August / September 2026

You should apply via MyNewTerm through <https://www.littlepips.com/careers> where you can see all our current vacancies and our safeguarding policy.

Please ensure you read the information in the “related documents” section of the advert

- application process and safer recruitment guidance
- recruitment of ex-offenders policy statement
- policy regarding disclosure information
- GDPR privacy notice relating to the Recruitment Process

We can also send these to you as a hard copy if requested.

For further information please contact Abby Popely, HR & Recruitment Advisor:  
[PopelyA@pocklingtonschool.com](mailto:PopelyA@pocklingtonschool.com) 01759 322666

Thank you for your interest in working with us and we look forward to receiving your application.



**Nursery Educator and SENCo**



**Information Pack**



**Little  
Pips  
NURSERY**

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