SURBITON

HIGH SCHOOL

Job Description

Job Title: **Early Years Practitioner**

Job Purpose: To lead the teaching and day-to-day running of our co-educational pre-school class, providing a warm, stimulating environment in which children feel secure, develop their curiosity and grow in independence.

Reporting Line: Head of Early Years
Start Date: 1 February 2027
Tenure: Permanent; full-time hours, part-time weeks
Schedule: Monday to Friday; 8:00am to 5:00pm, 42.5 hours per week, 40 weeks of the year
Remuneration: From £38,337
Plus a generous benefits package which includes a Health Cash Plan, free Will-Writing service and much more – see our full benefits package here.

The Early Years Practitioner plays a key role in providing outstanding care and education for children aged 3 to 4 years within Surbiton High Prep School's co-educational Pre-School.

Working as part of a highly committed Early Years team, the post holder will create a warm, stimulating and inspiring environment in which every child feels valued, confident and excited to learn. The successful candidate will support children's academic, social and emotional development through purposeful play, exploration and high-quality teaching interactions, ensuring that each child is well prepared for a successful transition into Reception.

The practitioner will be committed to fostering curiosity, independence, resilience and a lifelong love of learning, while upholding the values and ethos of Surbiton High School.

Key Responsibilities

1. **Academic**
   - Lead the planning, delivery and evaluation of engaging learning experiences in line with the Early Years Foundation Stage (EYFS)
   - Take responsibility for planning, teaching and assessment for the class, and work with the Girls' and Boys' Preparatory School EYFS Leads to ensure continuity across Pre-School and Reception
   - Provide high-quality interactions that extend children's language, communication, thinking and problem-solving skills
   - Foster interest and enthusiasm for learning amongst the pupils as well as encouraging a general spirit of intellectual enquiry
   - Record observations of pupils as part of ongoing assessment and benchmarking using SeeSaw
   - Create rich opportunities for learning through play, enquiry and exploration, both indoors and outdoors
   - Promote the development of early literacy, mathematical understanding and communication skills through meaningful experiences
   - Support children's creative, physical, social and emotional development

- Help maintain an attractive, stimulating and well-resourced learning environment that promotes independence and curiosity
- Act as Key Person for a designated group of children
- Build warm, trusting and professional relationships with children and their families
- Identify and plan appropriate next steps for individual children
- Report to parents on the progress of their children through written reports and parent consultations
- Support early identification of additional learning or pastoral needs and liaise with colleagues and external professionals where appropriate
- Support high-quality outdoor and Forest School learning experiences that encourage exploration, risk-taking and physical development
- Make effective use of the Pre-School outdoor learning environment to enhance the curriculum
- Support participation in whole-school events, themed learning opportunities and celebrations

2. Pastoral

- Promote a nurturing and inclusive environment in which every child feels safe, secure and valued
- Support children's emotional wellbeing and positive mental health
- Encourage independence, confidence and resilience
- Model kindness, respect and positive behaviour at all times
- Support children in developing friendships, cooperation and social skills
- Assist with personal care and hygiene needs where required, encouraging age-appropriate independence
- Ensure children are supervised appropriately throughout the school day
- Develop positive and effective relationships with parents and carers
- Share information about children's learning, progress and wellbeing regularly
- Contribute to parent meetings, workshops, open events and transition activities
- Carry out supervision duties, including early morning duty, morning playtime, lunch, after school duty and First Aid
- Actively assist with the co-curricular provision
- Support at evening activities such as school productions and parent evenings, as reasonably requested
- Attend meetings, curriculum sessions, INSET sessions where applicable
- Undertake any other duties which the Principal may reasonably request

3. Safeguarding, Health and Safety

- Promote and safeguard the welfare of all children
- Follow all school safeguarding, health and safety, behaviour and confidentiality policies
- Maintain awareness of current safeguarding guidance and reporting procedures
- Undertake risk assessments and contribute to maintaining a safe learning environment
- Respond appropriately to concerns regarding children's welfare and wellbeing
- Ensure all children are cared for and supervised to the highest standards

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Person Specification

The successful candidate will be likely to fit the following profile:

Qualifications and Experience

- Full and relevant Level 6 Early Years qualification
- Minimum GCSE Grade 4/C (or equivalent) in English and Mathematics
- Paediatric First Aid qualification would be desirable
- Current knowledge of the EYFS Framework and statutory requirements
- Professional experience of working with pupils in EYFS/KS1
- Experience of observing, assessing and planning for children's learning and development.
- Experience of developing and planning an engaging EYFS curriculum
- Experience within an independent school setting would be desirable
- Experience using Seesaw or similar online learning journal systems would be desirable

Skills and Knowledge

- Ability to work co-operatively within a team
- Proven ability to develop effective professional relationships with pupils, colleagues and parents
- Excellent communication skills and command of the English language, both written and spoken, to enable effective communication with pupils, colleagues and parents
- Ability to work in a way that promotes the safety and well-being of children and young people
- Commitment to safeguarding and promoting children's welfare
- Ability to contribute positively to a busy and thriving school community
- Understanding of school-readiness and transition into Reception would be desirable
- Knowledge of supporting children with SEND and English as an Additional Language (EAL) would be desirable

Attitudes and Personal Qualities

- Enthusiasm and a passion for education
- Commitment to the personal and educational development of pupils and to an ethos of respect and service
- Commitment to continued professional development in a well-resourced and supportive environment with co-operative and highly-motivated staff and pupils
- Punctual, self-motived and excellent organisational and self-management skills
- Demonstrate the ability to take initiative
- Flexibility and openness to change
- A strong team player who enjoys collaborating with others and has a positive outlook
- Commitment to personal professional development, and therefore willingness to develop own skills
- Willingness to contribute to the wider education of pupils through the co-curricular programme, including attending residential trips

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To Apply

Please apply online via the link on the TES or our School website

Closing date for Applications:	**8:00am, Thursday 3 December 2026**
Interviews to be held week commencing:	**7 December 2026**

Please note that the School reserves the right to appoint at any stage during the recruitment process.
For any queries relating to the role or your application, please email recruitment@surbitonhigh.com

The Benefits of Working for Surbiton High School

- Competitive Salary
- Extensive CPD Opportunities
- Flexible Working
- Complimentary School Lunches
- Fee reduction for children attending the School
- Contributory Pension Scheme Sabbaticals for long service
- Generous Rewards Programme
- Excellent transport links
- Working as part of a motivated and committed team

About Surbiton High School

We aim to inspire, encourage and empower our staff and pupils to be the very best they can be.

Surbiton High School is a friendly, vibrant and ambitious community where people matter, results count and where passion for excellence drives everything we do. We are a school with a real heart and soul, where we look beyond the A* to offer a breadth of opportunity which allows every pupil to flourish and every staff member to develop and succeed.

Our inspirational teachers are committed to delivering a rich curriculum and programme of co-curricular activities which challenge our pupils to explore ideas for themselves. We feed our pupils' minds, but we also care passionately about their character development and happiness. Our approach to education means that Surbiton High School pupils achieve the very best exam results and are also compassionate, authentic young people with strong values, keen to make a positive difference in the world. Our Educational Support Staff are the backbone of the School, and are dedicated to supporting our aim of creating an intellectually rigorous and challenging academic environment which runs smoothly and efficiently.

Surbiton High School has approximately 1,600 pupils aged between 4 and 18. Our Preparatory Schools are divided into the Girls' Preparatory School and Boys' Preparatory School, and the Senior School is girls only from age 11 upwards.

We are looking for applicants who are passionate about inspiring those around them, bringing out 'The Best in Everyone' and working with us to remain a leading school of choice. The recent ISI 2026 inspection noted our deep commitment to pupils' well-being, our broad and balanced curriculum, the breadth of opportunities on offer, and the success gained by pupils both academically and in other spheres).

Read more on our website: www.surbitonhigh.com

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Additional Information

Equal Opportunities

Surbiton High School is a member of the United Church Schools Trust, Charity Number 1016538 and is an equal opportunity employer. We expect all employees to act in a manner which is consistent with the Trust's principal objective: to provide education based on Christian principles. While we recognise that employees may come from other faith groups (as indeed do many of our pupils), we expect everyone in our community to conduct themselves appropriately in the light of this objective. As a School we, in turn, respect the different faiths of our colleagues and pupils, and welcome them and their contribution.

In Surbiton High School, male colleagues and those from ethnic minorities are under-represented among our staff; we would therefore wish to encourage them to apply. However, the aim of the selection process is to appoint the best possible candidate, and gender and ethnicity are not criteria for selection.

Eligibility for Employment

Surbiton High School is committed to safeguarding and promoting the welfare of children and young people and expects all who work at the School to share this commitment. Successful applicants will be subject to an Enhanced Disclosure from the Disclosure and Barring Service (DBS). Any offer of employment is thus conditional on clearance from the above, on the receipt of: two satisfactory references, a satisfactory medical questionnaire, proof of qualifications, overseas checks where applicable, and proof of right to reside and work in the UK.

Choice of Referees

We wish to have someone who can write knowledgeably about your abilities to perform professionally in a position similar to this one. We also need to have the most recent possible references. Your referees should therefore normally include your current – or most recent – employer. If you are unable to supply referees who fit into the above categories, please explain this in your application. We shall carry out such further reference checks as are necessary to ensure the safety and welfare of children. Please provide professional, rather than home addresses for your referees, and supply email addresses in all cases.

United Learning
The best in everyone™

United Learning

United Learning is a unique group of independent and state schools working together to achieve the best in everyone. Our vision is to provide excellent education so that all young people are able to make a success of their lives and, if we are to realise this vision, we need to make sure we attract, develop and reward the key ingredient – you.