



WORKING WITH US



A Message From The Headmaster

I am delighted that you are taking the time to find out more about joining The Croft family.

Here at The Croft we value personal qualities as well as the ability to uphold academic excellence. We are looking for someone with enthusiasm and energy, someone who can inspire, motivate, develop and innovate.

We believe that The Croft is a special place, where children's minds are engaged, their curiosity encouraged, their imagination ignited and their lives enhanced. If you believe that you could embrace the ethos of this traditional, but forward thinking, family school and play a part in moving it on to even greater things, then we would like to meet you.

This pack can only give you a glimpse of our wonderful school; however I hope it conveys the exciting opportunities offered.

Applicants must be prepared to undergo appropriate KCSiE screening, including checks with past employers and the Disclosure and Barring Service.

Join us for #theadventure

At The Croft we have a 'small school attitude within a big school'. Our mission is to provide each child with academic challenge and the opportunity to succeed and develop a sense of self-worth, whilst nurturing a lifelong love of learning in a happy and secure environment.

The Croft Core Values

Here, every child is educated as an individual, and fully supported, to challenge themselves to fulfil their potential, adopting a Growth Mindset along the way. All of this is achieved through a wonderfully compassionate and motivational Staff, who deliver the highest standards of pastoral care and academic excellence.

Little Crofters: Butterflies

'Butterflies' is the name given to the group of children in the academic year of their 3rd birthday. Children attend a minimum of two morning sessions per week.

Children have the opportunity to engage in a variety of exciting learning activities across both the indoor and outdoor environments. Play is very important at this stage of the child's development. It supports them to form relationships and encourages co-operation and interaction. It also demands concentration, perseverance, mental and physical effort. Children also enjoy adult-directed activities such as story time, Music, PE and Library.

The 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 school is a member of IAPS.

Job Description

JOB TITLE: Early Years Assistant

REPORTING TO: EY Manager

JOB PURPOSE:

To support the Key Group Leader in delivering effective teaching and learning, promoting the intellectual, social and emotional development of children.

Key Results Areas and Main Duties

- Assist children with activities set by the Early Years Key Group Leaders, helping them to stay focused on task, and interacting with them to encourage them to develop their skills by offering consistent support appropriate to their individual needs
- Contribute to the monitoring and recording of progress, by observing and evaluating children's performance during activities, feeding information back to the Early Years Key Group Leaders and recording, as required
- Promote positive behaviour, in line with School policies and through the use of praise and encouragement
- Support and encourage children to work co-operatively and appropriately with others, whilst also developing and promoting independence
- Assist the Early Years Key Group Leaders in preparing and maintaining an effective learning environment, by preparing materials and resources, ensuring that equipment is used safely and appropriately, and by displaying the children's work in an imaginative and attractive manner
- Interact with the children, ensuring that they are actively engaged and involved in play, and that their health, safety and general well being is being taken care of
- Support the Early Years Key Group Leaders by contributing positively to planning, using ICT and other resources creatively, and ensuring that learning objectives and strategies are delivered effectively

"The Croft gave me so many happy memories; it was a place where I was looked after and nurtured, but also challenged in some areas. I always felt incredibly happy and secure."

former pupil and current parent

KEY RESPONSIBILITIES CONTINUED:

- Provide appropriate personal care (including supporting toilet training) and comfort to the children, to ensure that their emotional needs are met, whilst at all times ensuring that both safeguarding and confidentiality requirements are met
- Take part in school events and activities, as required
- Liaise with colleagues and work flexibly to contribute to the overall ethos and aims of the School

Supporting the wider work of the school

- Comply with school policies and procedures related to child protection and safeguarding, health and safety, equal opportunities, and whistle blowing
- Contribute to the school's improvement planning and self-evaluation processes, through monitoring the impact of additional interventions and in-class support

Working with colleagues

- Support and maintain collaborative, productive working relationships with school staff and professionals from external agencies
- Liaise with pupils, their parents/carers, teachers and practitioners from external agencies, to support pupils' learning and well-being
- Take responsibility in developing your own continuing professional development

This list of responsibilities is not exhaustive and the employee may be required to perform duties outside of this brief as is operationally required and at the discretion of the Early Years Manager or Headmaster.

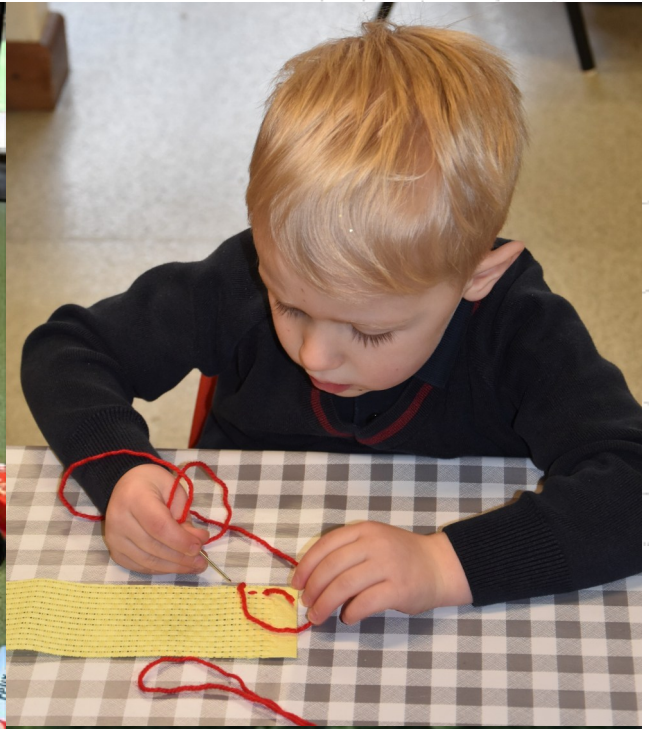
All Croft employees are expected to support the aims and ethos of the school through building and maintaining positive and constructive relationships with pupils, parents and colleagues in order to maximise pupils' development. Staff are expected to participate fully in school life including, but not limited to, attending meetings, training and development sessions and working collaboratively and cooperatively for the benefit of pupils.

Essential Attributes

Desirable Attributes

Qualifications & Training	EYFS approved Level 3 qualification (see the Government list)	Evidence of relevant and significant training and commitment to CPD
Experience	Previous experience of working with children in EYFS	Experience in an educational setting Experience of working with children with Special Educational Needs
Professional Knowledge & Understanding	Sound understanding of recent educational developments affecting EYFS Knowledge of legislative and statutory requirements relating to Equal Opportunities, Health & Safety, SEN and Child Protection	
Skills & Abilities	Skilled practitioner showing commitment to both academic and general well-being of pupils Effective communication (both orally and in writing) to a variety of audiences Able to establish and develop positive relationships with parents and colleagues Able to create a happy, challenging and effective learning environment	
Personal Qualities	Approachable, empathetic, hard working with high expectations Enthusiastic, innovative and resourceful with a “can do” attitude Positive approach to behaviour management Exemplary personal and professional integrity and loyalty, maintaining the ethos of the school Keen to contribute to the positive culture of the school	

excellence



r e s p e c t

we are kind and respectful to everyone and look after our school environment

“We had not planned to send our kids to private school, but The Croft was the best decision we have made for our children; both kids love school. They are both doing really well, and we hope they have amazing memories to cherish”

a current parent

Application Process

Complete a Croft Application Form

Closing date: Monday 6 July 2026 @ 6pm

Selection date: w/c 6 July 2026

Permanent Role: Full Time; 5 days per week

Standard working hours: 8.15am to 4.00pm

35 weeks during term time

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Role Starts: 7 September 2026

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Competitive Salary to be discussed with applicant

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Benefits: Pension; Death in Service; Comprehensive Health and Well Being Plan; Cooked Lunch; Small Class Sizes; Car Park

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The school is an equal opportunities employer and welcomes applications from all sections of the community

As part of this Job Information pack please see our Safer Recruitment Policy, on our website, for full details of the recruitment, selection and pre-employment checks that are required for all roles

“We love The Croft! Thank you, thank you, thank you.”

a current parent