



Heath Mount School

Early Years Practitioner Candidate Information Pack



WELCOME

Thank you for your interest in the role of Early Years Practitioner. this is a wonderful opportunity to play a pivotal part in our friendly and busy Early Years and Pre-Prep team.

Shortlisted by Tatler Magazine as one of the five best Prep Schools in the UK, Heath Mount is a leading day and flexi-boarding school that's home to around 500 boys and girls between the ages of 2 and 13. The school was founded in 1796 and has been situated in the Grade I listed mansion of the Woodhall Park Estate near Hertford since 1934.

Nestled in 40 acres of glorious countryside, Heath Mount provides an inspiring, dynamic and supportive working environment underpinned by the School's family-feel ethos and values.

OVERVIEW

AWould you like to spend your day finding the biggest puddles to jump in, searching for minibeasts, getting covered in glitter, making a muddy swamp for dinosaurs, or organising a teddy bears' picnic in the woods? Can you re-imagine a cardboard box as a pirate ship, fairy castle or racing car? Do you have an innate sense of fun as well as a caring, nurturing personality? If you love helping young children explore their imaginations and have an interest in early years childhood development, then this is the job for you!

We are looking for an Early Years Practitioner (EYP) who is playful in their approach and passionate about nurturing children's natural curiosity. Working in our beautiful, bright indoor and outdoor spaces, you will support senior staff with planning and implementing an exciting child-led curriculum for pupils age 2 — 4 years old, making observations of the pupils' learning progress and helping develop their independence.

Heath Mount is a supportive and inclusive school and we aspire to attract colleagues who can reflect our diverse and brilliant School community – we encourage all aspirational and enthusiastic people who meet the minimum criteria to apply.



OUR SCHOOL

Described by The Good Schools Guide as a place 'buzzing with innovation and scoring notable national achievements in more than one area,' we deliver an academically rigorous education alongside an exciting extra-curricular programme. Our pupils achieve outstanding results within a nurturing and supportive framework that puts happiness and mental wellbeing at the heart of all we do.



Children are valued as individuals and we seek to develop the talents of every child whilst preparing them for the exciting and dynamic challenges that lie ahead. We foster a love of learning whilst encouraging skills of initiative, determination and independence that will last a lifetime. Our pupils look outwards from a secure and happy start.

Chris Gillam, Headmaster

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The school celebrates the successes of every individual on a regular basis. This results in all pupils being able to identify the areas of school life at which they excel. As a result, they maintain high levels of self-knowledge, self-esteem and self-confidence which successfully confirm their general sense of worth and purpose.

The school is effective in perpetuating a culture of high levels of achievement in all subjects, reflected in the results of external assessments... at a range of selective senior and secondary schools. These include the wide variety of scholarship awards which are typically gained by the majority of the school's oldest cohort of pupils each year. This is a significant strength of the school.

ISI Report 2025





ROLE DESCRIPTION

Core Responsibilities

The duties include, but are not limited to:

- To plan and deliver small group adult led tasks and activities for a key group
- Assisting in teaching
- Work with pupils on an individual basis or in groups and take responsibility for their learning. These tasks may include literacy, numeracy, IT and creative skills development and associated activities, support or extension activities. To also, carry out any other reasonable tasks identified by the supervising member of staff, helping the teachers with all aspects of the children's learning
- To be responsible for individual and small group assessments and report on the development, progress and attainment of pupil, including writing reports and parents evenings
- Preparation of class teaching materials for pupils
- To plan and deliver small group adult led tasks and activities for a key group, including phonics and maths
- Supervise pupils at the beginning and end of the day and carry out duties, e.g. in the playground and dining room
- Undertake First Aid training and provide care if needed for children who are ill or injured in conjunction with the school nurses, including assisting with self-care duties
- Undertake administrative tasks such as: filing, photocopying, preparing and presenting displays and resources, assisting with props and costumes under the direction of the teacher
- Accompany teachers and classes on educational visits
- Share in pastoral and safeguarding responsibilities for all pupils
- Encourage the positive behaviour of pupils
- Follow school policies
- Work positively and constructively as a member of the staff team. Liaise and work with colleagues and parents
- Any other tasks that are reasonably delegated by your line manager

PERSON SPECIFICATION

Essential

- Level 3 in Childcare/development or equivalent.
- GCSE Maths and English, minimum grade C or equivalent
- Excellent communication, motivational, organisational and planning skills
- A commitment to safeguarding the welfare and safety of pupils within your care in accordance with the School's safeguarding policy and statutory guidance.

Desirable

- Previous experience
- Paediatric First Aid Qualification



WHAT WE OFFER

- Excellent salary package for the right candidate
- Staff lunches prepared by our award-winning catering team during term time
- Free parking
- Use of school swimming pool and gym
- Pension
- Westfield Foresight Health Cash Plan Cover



Working Hours

This is a full-time position, from 40-45 hours per week between 7.45am to 5.30pm.

Early Years Practitioners are expected to be in their classrooms with enough time to prepare for children entering at 8.15am.

All posts are subject to the terms and conditions as laid out in the contract of employment issued by Heath Mount School Trust.

The role includes attendance at all Inset days and other days, such as Fun Day, parent's evenings and new starter events as agreed with the Headmaster.

Start Date: January 2027

How To Apply/Interviews

Further details and an Application Form can be downloaded from www.heathmount.org, or email HR@heathmount.org

We reserve the right to interview before the closing date, so candidates are advised to apply as soon as possible. Please email your completed application form to: HR@heathmount.org

Closing date: 9.00am Monday, 28th September 2026



EQUAL OPPORTUNITIES STATEMENT

As an equal opportunities employer the school genuinely welcomes all applicants. We are committed to the equal treatment of all current and prospective employees and do not condone discrimination on the basis of age, disability, sex, sexual orientation, pregnancy and maternity, race or ethnicity, religion or belief, gender identity, or marriage and civil partnership. We aspire to have a diverse and inclusive workplace and strongly encourage suitably qualified applicants from a wide range of backgrounds to apply and join our school.

SAFEGUARDING

- Employees must adhere to and ensure compliance with the school's Safeguarding Policy at all times
- Employees should actively seek to create a climate of respect and understanding of the needs of the children and ensure the provision of a safe and secure working environment, in keeping with legal requirements

This job description is not exhaustive and the successful candidate will be expected to undertake additional duties as required that are broadly consistent with the job description.

Our School and all its personnel are committed to safeguarding and promoting the welfare of the children. The post holder's responsibility for promoting and safeguarding the welfare of the children and young persons for whom he/she is responsible or with whom he/she comes into contact will be to adhere to and ensure compliance with the School's safeguarding policy 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, he/she must report any concerns to the School's DSL or to the Headmaster.

The post is exempt from the Rehabilitation of Offenders Act 1974 and the School is therefore permitted to ask job applicants to declare all convictions and cautions (including those which are "spent" unless they are "protected" under the DBS filtering rules) in order to assess their suitability to work with children."



GROUND & FACILITIES

While proud of its heritage and sense of tradition, pupils benefit from forward-thinking teaching methods combined with up to date technologies and unrivalled facilities. Our state-of-the-art 200 seat Performing Arts Centre hosts our drama productions, concerts and guest speakers. The sports hall is fully equipped for gymnastics and indoor games and includes a professional-standard dance studio while the grounds include rugby, football, cricket pitches, netball courts and AstroTurf as well as a swimming pool.

The exquisite Grade I mansion is where our Prep school students are based from Year 5 to Year 8. It is also home to the main library, dining rooms, art, pottery, DT and food tech departments, ICT suites and science labs. An adjoining music block provides rooms for individual music lessons. Our Pre-Prep occupies a dedicated modern building with its own library, computing suite, music room and hall in addition to a fantastic adventure playground.

The Lower School sits adjacent to our Pre-Prep and Nursery building and the Performing Arts Centre. Our year 3 and 4 pupils enjoy their own modern, fully equipped building with light, airy classrooms. They also use the science, art, and DT rooms in the main building as well as the dining facilities for our award winning lunches.

Children may flexi-board from Year 3 upwards with boys boarding in the main mansion house and the girls boarding in the cosy surrounds of River House in the grounds of the estate.



VALUES & PASTORAL CARE

During their time here, children develop a strong moral compass. We expect all our pupils to demonstrate our key values of acceptance, respect, integrity, industry and achievement. Each child's happiness is at the heart of a Heath Mount education. We are committed to enhancing our pupils' emotional, physical and mental well-being, ensuring different needs are supported.

A Natural Environment: Children flourish in the beautiful woodland setting where break times are spent happily playing in the woods, making dens or exploring nature.

INTEGRITY, INDUSTRY, RESILIENCE, RESPECT AND ACCEPTANCE