The Good Shepherd Catholic

Primary School

# Early Years Educator – Application Pack

## Job Advertisement

**Position: Early Years Educator (NVQ Level 3)**

**Contract: Full-Time, Term Time Only 36 hours a week**

**Salary: Grade:**

**Start Date: September 2025**

**Location: The Good Shepherd Catholic Primary School, Gayford Road, Shepherds Bush, W12 9BY**

**Closing Date: Friday 2nd May**

**Interviews: Wednesday 7th May**

We are seeking to appoint a nurturing, enthusiastic and experienced Early Years Educator to join our outstanding EYFS team. The successful candidate will be committed to supporting the learning, development and wellbeing of our youngest learners in a vibrant and creative Early Years setting.

This is a wonderful opportunity to work in a welcoming, inclusive and faith-filled community, where children are at the heart of everything we do.

## About Us

At The Good Shepherd Catholic Primary School, we strive to provide a loving and stimulating environment where every child can flourish. Our Early Years provision has been recognised as a strength of the school, with a strong emphasis on child-centred learning, outdoor exploration, and play-based experiences rooted in the EYFS Framework and Catholic values.

## We are looking for someone who:

* Holds a full and relevant Level 3 qualification in Early Years (e.g. NVQ Level 3, CACHE)
* Has proven experience working in an EYFS setting
* Demonstrates a passion for early years education and child development
* Has excellent communication and interpersonal skills
* Works effectively as part of a team and independently
* Understands and supports the Catholic ethos of the school (you do not have to be Catholic to apply)
* Is committed to safeguarding and promoting the welfare of children

## In return, we offer:

* A warm, welcoming school community with a strong Catholic ethos
* A well-resourced and engaging Early Years environment
* A highly supportive leadership team and experienced colleagues
* Opportunities for continued professional development
* Happy, curious, and well-behaved children who love learning

## How to Apply

Please complete the following documents to apply:

1. **CES Application Form (available on our website or from the school office)**
2. **Recruitment Monitoring Form (optional)**

Send completed applications to: Mrs Laura Leung [admin@goodshepherdrc.lbhf.sch.uk](mailto:admin@goodshepherdrc.lbhf.sch.uk)

**Closing Date: Friday 25th April**

**Interviews: Friday 2nd May**

Visits to the school are warmly welcomed – please contact the school office to arrange a tour.

## Job Description – Early Years Educator

### Main Duties and Responsibilities:

* Plan and deliver high-quality learning opportunities, in line with the EYFS curriculum
* Support the class teacher in implementing daily routines and structured activities
* Observe, assess and record children's progress and development
* Foster positive relationships with children, parents, and colleagues
* Maintain a safe, stimulating and inclusive learning environment indoors and outdoors
* Support children’s personal, social, emotional and spiritual development
* Ensure safeguarding and health and safety policies are followed at all times
* Participate in school events, meetings, and training as required

## Person Specification – Early Years Educator

Essential Criteria:

* NVQ Level 3 or equivalent in Early Years
* Experience working in an Early Years setting
* Sound knowledge of the EYFS curriculum
* A nurturing and positive approach
* Ability to work collaboratively with others
* Commitment to safeguarding and child welfare

Desirable Criteria:

* Paediatric First Aid qualification
* Experience working in a Catholic or faith school
* Familiarity with Tapestry or similar platforms
* Understanding of SEND within Early Years
* Willingness to lead small groups and interventions

## Notes for Applicants

The Good Shepherd Catholic Primary School is committed to safeguarding and promoting the welfare of children. The successful applicant will be subject to enhanced DBS checks and other safer recruitment procedures.

We are an equal opportunities employer and welcome applications from all suitably qualified individuals regardless of background.