



The New Beacon

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**EARLY YEARS
PROFESSIONAL
CANDIDATE INFORMATION**

ABOUT US

The New Beacon is a leading day and boarding prep school for boys aged 2-13, with a co-educational Nursery, renowned for its commitment to excellence in education, sport and the arts.

We pride ourselves on providing an engaging, inspiring, and nurturing environment for our pupils, staff, and visitors. Set in 22 acres of woodland, the School benefits from excellent facilities including, a swimming pool, sports centre, forest school, floodlit astroturf pitch, music school and theatre. Weekly boarding is available for all pupils from Year 5 – Year 8, complimenting the extended day provision and encouraging boys to develop their independence as they progress through School.

In August 2021, The New Beacon merged with Tonbridge School, marking an exciting new chapter in the School's history and providing opportunities for collaboration and innovation across both institutions.

Having celebrated 125 years of all-boys prep school education in 2025, the School is excited to continue building on its outstanding reputation, mindful of its history and traditions, and ready for innovation.



OVERVIEW

The Head and Governors are seeking to appoint a dedicated and passionate Early Years Professional who will play a key role in our Early Years Department and contribute to the smooth and successful running of the Nursery and Reception classrooms. This pivotal role involves delivering high standards of care, learning, and child development within a nurturing, stimulating, and safe environment. The successful candidate will join a forward-thinking Early Years Team committed to fostering curiosity, independence, and a love of learning in the youngest members of the School community.

Reporting to the Head of Early Years, with a secondary reporting line to The Head, the Early Years Professional will work collaboratively to plan, implement, and evaluate high-quality learning experiences both indoors and outdoors. The role encompasses building strong relationships with parents and carers, and contributing to a purposeful learning environment enriched with diverse opportunities for exploration and growth. The post holder will also actively support the implementation of School policies, particularly regarding safeguarding, health and safety, and the pastoral welfare of every child.

The ideal candidate will be a committed, enthusiastic, and imaginative Early Years practitioner with a strong understanding of the Early Years Foundation Stage and experience working closely with young children and their families. They will bring excellent organisational skills, professional curiosity, and the ability to work both independently and as part of a dynamic team. With a child-centred approach, a positive mindset, and a genuine passion for Early Years education, the successful candidate will inspire confidence, promote inclusion, and contribute meaningfully to the warm and vibrant ethos of The New Beacon Nursery.

THE ROLE

Role	Early Years Professional
Primary Line of Report	Head of Early Years
Secondary Line of Report	The Head
Hours of work	Full Time, Term Time Mon to Fri from 8am to 5pm, with a 1-hour unpaid lunch break

SUMMARY

To support the Early Years Teachers in the smooth running of the classroom. To deliver high standards of care, child development and learning for the Early Years children in a welcoming, caring and safe environment.

DUTIES AND RESPONSIBILITIES

Child Development and Learning

- To work within the Early Years Team, supporting the planning and implementation of activities with individual groups of children; promoting effective teaching and learning.
- To be an active member of the Early Years Team, providing a purposeful, stimulating environment, rich in learning opportunities, both indoors and outdoors.
- Deputise for and support the Teacher when required.
- Plan and deliver short-term and long-term collaborative projects.
- Use professional knowledge of the individual and diverse ways that children learn and develop, to meet their differing needs. To establish positive and sensitive relationships with children.
- To monitor, record and share pupil progress.
- Act as a role model and set achievable expectations.
- To carry out playtime and lunchtime duties as required.
- To be responsible as part of the Early Years Team for organising the environment inside and outside to ensure that resources and equipment are available and appropriate to meet the needs of the individual children within the group. These activities must take into account children's abilities, interests, language and cultural backgrounds.
- Develop positive and sensitive relationships with parents and carers to support their role in their child's learning. To provide feedback on children's achievements/progress as required.

Health and Safety

- Undertake daily risk assessments e.g. locking gates, spillage of water, monitoring the
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condition of toys and equipment and reporting any health and safety concerns.

- Work within the School's Health and Safety Policy to ensure a safe environment for the children, their parents and carers and colleagues.
- To promote good hygiene practices and maintain high standards of cleanliness.

Pastoral and Wellbeing

- To support the school's commitment to safeguarding children in all aspects of the Early Years.
- To promote the inclusion of all children.
- To meet the physical needs of children, encouraging good standards of personal hygiene, whilst also supporting independence.
- Support the Early Years Teachers to implement School policies, including safeguarding, health and safety in both inside and outside learning environments, and personal care.
- Meet the individual dietary, health, comfort, and care needs of each individual child.
- To support and attend Early Years trips.

Safeguarding and Child Protection

- Demonstrate a commitment to safeguarding children.
- Be proactive in reporting safeguarding issues and concerns to the DSL.
- Demonstrate a clear understanding of child protection and safeguarding policy and procedures within school as well as Statutory documentation such as KCSIE.
- Keep up to date with safeguarding policy and developments.

General Requirements

- Promote the safeguarding and welfare of all pupils at all times.
 - Maintain high professional standards of attendance, punctuality, appearance and conduct.
 - Maintain positive, respectful relations with pupils, parents and colleagues.
 - Attend and contribute to major School events such as Open Days, Sports Days etc. as required.
 - Commit to the aims and ethos of the School, contributing positively to the wider School community.
 - Follow the aims and ethos of the School and policies and procedures.
 - To attend staff meetings as required and participate in in-house training opportunities and performance development.
 - To read, understand, and demonstrate knowledge of the most up-to-date version of KCSIE, undertaking relevant training when required.
 - Help ensure regulatory requirements are met.
 - Ensure confidentiality is maintained throughout school.
 - Regularly reflect on one's own practice and, in collaboration with the Head of Early Years, participate in the performance review process, setting personal targets and taking responsibility for one's own professional development.
 - To undertake any other reasonable duties as required by your line manager.
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PERSON SPECIFICATION

Essential Qualifications

- NCFE CACHE Level 3 Diploma for Working in the Early Years Sector (Early Years Educator)
- Understanding or Foundation Degree in Early Childhood Studies, or other relevant subject

Desirable Qualifications

- Paediatric First Aid qualification
- Basic Food Hygiene

Knowledge and Experience

- Knowledge and understanding of the Department for Education Early Years Foundation Stage curriculum and statutory requirements.
- Commitment to and knowledge of safeguarding in EYFS settings.
- Experience of Early Years Education.
- Experience of providing care and education to children with a wide range of needs and abilities.
- Evidence of continuous professional development.

Skills and Abilities

- Excellent organisation and time management skills.
- Good level of IT literacy.
- Strong organisational skills and the ability to work independently.
- Excellent communication and decision-making skills.
- Diplomatic, tactful and able to work collaboratively.
- Proven ability to care for and inspire pupils and good classroom management skills.
- Commitment to the highest standards of educational and pastoral care for all pupils.
- Reliable, enthusiastic and flexible.
- Enthusiastic individual possessing drive, commitment and perseverance.

Personal Attributes

- A passion for Early Years.
- A forward-thinking, adaptable, creative, and positive mindset.
- Enthusiasm for the ethos of The New Beacon School.

RENUMERATION AND BENEFITS

An annual salary of £24,000 to £30,000, dependent on qualifications, knowledge, and experience.

Benefits package including:

- Pension scheme
 - CPD opportunities
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- Lunch provided free of cost during term time
- Staff car parking
- Use of swimming pool
- Cycle to Work scheme

SAFEGUARDING

The post holder's responsibility for promoting and safeguarding the welfare of children and young persons for whom s/he is responsible, or with whom s/he comes into contact will be to adhere to and always ensure compliance with the School's Safeguarding and Child Protection Policy Statement. 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 s/he must report any concerns to the School's Designated Safeguarding Lead or, if he/she is the School's DSL, to the Head and relevant agencies.

The New Beacon School is committed to safeguarding and promoting the welfare of children, and applicants must be willing to undergo child protection screening and training appropriate to the post, including checks with past employers and an Enhanced DBS check.

EQUAL OPPORTUNITIES

The New Beacon School is an equal opportunity employer and we welcome the unique contributions that everyone can bring to The New Beacon in terms of education, opinions, culture, ethnicity, race, sex, gender identity and expressions, nation of origin, age, languages spoken, colour, religion, disability, sexual orientation and beliefs.

HOW TO APPLY

Full details and our online application form can be found on Tonbridge School's website at: <https://www.tonbridge-school.co.uk/careers> and on The New Beacon website at: <https://www.newbeacon.org.uk/contact-the-school/school-vacancies/>

Closing Date: Thursday 26 March 2026 at 10am

Early applications are encouraged as we reserve the right to interview and appoint at any stage of the process.

For queries about the post, please contact:

hrdept@tonbridge-school.org

01732 365555

This job description may be reviewed from time to time in light of changing circumstances and if it is necessary to amend/alter this, those concerned will be consulted. The School does not have a licence to sponsor migrants under the worker or temporary worker routes. Individuals who wish to work at the School will therefore need to hold or establish immigration status that allows them to work in the UK. The School is legally required to check that all successful job applicants hold the right to work in the UK before work can commence.

newbeacon.org.uk

Find us

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Get in touch

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