

Brief for the position of

Early Years Centre Room Leader



SHERFIELD
SCHOOL

Nursery • Junior Prep • Senior Prep • Senior • Sixth Form



Contents

Introduction from the Head of Early Years & Junior Prep	3
Background	4
Introduction to EIM	5
Learning in Sherfield Early Years	6
Outdoor Learning	8
The Role	9
The Person	10
How to Apply	11



Introduction from the Head of Junior Prep & EYFS

Dear Applicant,

Thank you for your interest in applying for the position of a Sherfield Early Years Room Leader. This is an exciting opportunity to work with children from 0 to 5 years at the beginning of their journey in our beautiful environment where children have access to an exceptional outdoor environment.

The Early Years is a valued part of the Sherfield School community where our friendly, forward-thinking and innovative approach begins.

We believe children learn deeply through play in the early years, which will enable them to be inquirers, independent thinkers, innovators and risk takers as they progress throughout the school.

Our core values of Kindness, Courage and Respect are fully embedded and visible in the Early Years and throughout the school.

Your role as a member of the Early Years leadership team will be a commitment to ensuring that children are provided with rich experiences both indoors and outdoors through a high level of pedagogical practice.

You will ensure an environment based upon the observation of each child, enabling a deep level of child initiated and adult led learning.

You will work closely with your team, each child and their family. We expect you to be committed to your professional learning and that of your team, keeping up with the latest pedagogical debate and approaches.

We have made exceptional progress in recent years and the successful applicant will be part of our journey to further develop our vibrant, inclusive and outstanding Early Years community within Sherfield School.

Yours faithfully,

Kelly Dillon
Head of EYFS & Junior Prep



Background

Sherfield Early Years is an Independent Nursery which forms part of the main school.

As an independent Early Years for children aged 0-5 years, set in North Hampshire, Sherfield provides an inspiring learning environment for the children to explore within exquisite park and woodland surrounding a listed heritage building.

Through a rich variety of experiences, children in the Early Years become independent, brave and curious learners who are keen to take risks!

Our mission is to inspire happy, kind and brave children; where curiosity thrives, friendship grows and a love of outdoor learning develops.

As part of the school community, Sherfield challenge, inspire and support each other as they create and imagine the children's best futures.

We take pride in our close relationships with parents and place great value on individual communication. In the Early Years, our friendly professional practitioners, listen and partner with parents, so that each child can reach their full potential.



Education in Motion

Sherfield is proud to have joined Education in Motion (EiM) in September 2023.

EiM is a global education company that aspires to be a leader in pioneering education for a sustainable future. With a diverse family of premier education brands around the world, the group is known for its holistic programmes that balance wellbeing, character development and academic success.

EiM aspires to be the global leader in pioneering education for a sustainable future. Its family of mission-aligned schools is committed to create meaningful change for our world by empowering communities through innovative education. Students 'Graduate Worldwide', with the skills and experience to make a positive difference in the world.

As part of a larger network, the Sherfield community is provided an invaluable source of support. Not only does this growing network provide parents with choice as their careers take them to new places, but it also enables students and staff across the network to share best practice and provides opportunities for exchange for both students and teachers.

The EiM story began in 2003, when parents Fraser White and Karen Yung began looking for a school in Shanghai that would provide for their three young children. They wanted a challenging and ambitious education that would prepare their children for the future, moulding them into confident and well-rounded young people who could make a difference in the world. However, their search came up short. A serendipitous meeting with Graham Able, the then Master of Dulwich College in London, resulted in the idea of opening an international Dulwich College in Shanghai, the first Education in Motion school. Today, Education in Motion is a growing family of premier education brands, nurturing more than 11,000 students to 'Live Worldwide'.

For more information about EiM, please visit: <https://www.eimglobal.com/>



Learning in Sherfield Early Years

Our Difference: Engaging Learning

In Sherfield Early years we work within the Early Years Foundation Stage Framework (EYFS) and are proud of our enriched and unique **Engaging Learning** pedagogical approach which enables us to dig deep into the principles of the EYFS.

Engaging Learning is embedded in to and guides all Early Years practice in Sherfield and the EiM family of schools.

Rooted in strong early childhood pedagogy and informed by leading international approaches, *Engaging Learning* sets the benchmark for high-quality Early Years learning across the group. As both a statement of intent and a practical framework, Engaging Learning defines our commitment to nurturing curiosity, independence, and holistic development in every young learner.

Our Engaging Learning Principles

We know every child and understand that they are unique through careful observation, assessment, and active listening, our practitioners connect deeply with each learner. Using the Key Person approach, we build strong, responsive relationships with families that support wellbeing and foster a sense of security. Daily care routines and meaningful interactions engage, respond to, and nurture each child's unique needs.

We build strong foundations for learning through play-based, inquiry-led experiences that foster independence, curiosity, and joy. Children develop key skills in language, literacy, numeracy, and physical development through personalised, child initiated learning. High-quality interactions, digital learning, and opportunities for exploration—including safe, risky play—build resilience and confidence. Through our unique outdoor environment our children develop in all areas of their learning through exploration and a sense of awe and wonder about the world.

We create inspiring indoor and outdoor spaces to encourage exploration and adventure, fostering independence, curiosity, and a sense of belonging. Indoors, calm and flexible environments with open-ended resources and natural materials support creative, visible learning. Outdoors, children explore, take risks, and connect with nature through play, problem-solving skills, collaboration, and a love for the natural world.

We partner with parents through open, respectful communication. We celebrate every family's culture and context. And use digital tools to share each child's learning Journey. Our new Family Hub will provide activities such as stay-and-play sessions, for families in the wider community. We engage families in their child's learning, encourage volunteering, and supported learning at home for a collaborative approach.

Sherfield School Mission & Aims

Vision

Our students create a positive impact, inspiring change and a better future.

Mission

Ad Vitam Paramus – Preparing for Life. We create a learning environment that nurtures, inspires and challenges, preparing everyone for life in a global society.'

Core Values

Respect: Valuing every voice in our community.

Kindness: Acting with empathy towards others.

Courage: Having the strength to do the right thing.



Outdoor Learning

Sherfield Early Years has three dedicated gardens for children to explore and a wider environment to experience in ways that are unique.

We have developed strong links with Learning through Landscapes to continually evaluate our development of outdoor learning. We are committed to becoming an outstanding provider of outdoor learning for children.



Early Years Centre Room Leader - The Role

We are seeking to recruit a dynamic Early Years Room Leader who has experience and is committed to quality under two provision. We are looking for someone who is deeply rooted in early years pedagogy, is creative, and possesses excellent interpersonal skills.

You will join a professional, kind, caring team who put the children in our care first. The Early Years Centre (Nursery) is open from 7.30am until 6.00pm.

This is a full time post working Monday to Friday 40 hours per week, including attending any INSET or Professional Learning days as required.

The successful candidate will play a crucial role in the development of children in the Early Years at Sherfield School.

As a 3 months to 18 years co-educational day and boarding independent school, there are many opportunities to professionally develop in your role.

As part of the Sherfield Early Years team you will nurture and encourage the creativity, independence and resilience of our children, both indoors and out.

You must have a deep understanding of observing young children, a knowledge and experience of the Key Person approach and support our commitment to partnering with and supporting the families of young children.

You should be confident in leading a small team and inspiring those around you to create a high-quality Early Years environment based upon deep pedagogy.

Our commitment to keeping each child safe

Every member of staff has a duty to commit to the safeguarding and welfare of all children in Sherfield School and participate in staff programmes for training, in particular safeguarding, health and safety.

School Ethos

- To support the school aims, ethos and policies
- To provide leadership in promoting the Early Years ethos
- To inspire both children and colleagues
- To act as a role model to children through professional conduct reflecting our professional expectations of high standards of appearance and respect.

Responsibilities

- To ensure the child is at the centre of all decisions made
- To be accountable for safeguarding each child, creating a safe environment for all
- To maintain Health and Safety standards
- To lead a small team and report directly to the Early Years Manager
- To ensure the daily running and organisation of the room
- To ensure effective deployment of staff within the room
- To be forward thinking, and problem solve on a daily basis
- To partner respectfully with each family and ensure the effective use of the key person approach in the room
- To maintain and raise standards of children's learning through observation; providing a rich variety of child initiated and adult led play-based experiences.
- To make effective use of resources within the setting both indoors and outdoors
- To participate in collaborative planning and sharing good practice with the Early Years Leadership team.
- To contribute to the overall development of Sherfield Early Years



Benefits

- Meals are provided free of charge when on duty and when the school's kitchen is open during school holiday periods; Contributory Pension Scheme; In-house training.
- Up to 50% discount on school fees for up to two children attending Sherfield School, pro-rata if part time.
- 4 weeks annual leave on top of the closure dates.

The Person

CRITERIA	ESSENTIAL	DESIRABLE
QUALIFICATIONS	<ul style="list-style-type: none"> ■ Level 3 or above 	<ul style="list-style-type: none"> ■ Higher degree or in a relevant area of study.
SKILLS AND ABILITIES	<ul style="list-style-type: none"> ■ Outstanding early years practitioner. ■ Effective curriculum knowledge and understanding for under two. ■ Evidence of the implementation of innovative ideas about learning and teaching ■ To communicate effectively with parents/families about their child and their learning ■ Excellent organisational and administrative skills. ■ Creative and passionate. ■ Approachable, enthusiastic, able to form strong relationships with children, families and staff. ■ Able to problem solve and delegate amongst the team. ■ Able to manage a small team whilst guiding them and supporting them. ■ Effective understanding of the Development matters. ■ Maintain a safe environment for children and staff through daily risk assessments. ■ Oversee documentation within the room including the children's observations and assessments. 	<ul style="list-style-type: none"> ■ Forward thinker ■ Good ICT skills

CRITERIA	ESSENTIAL	DESIRABLE
PERSONAL ATTRIBUTES	<ul style="list-style-type: none"> ■ A commitment to Sherfield and its values and ethos as a through school environment. ■ Highly professional in their approach to all aspects of the role. ■ Able to empathise with, and prioritise, children's needs. ■ Proactive, enthusiastic and a role model for the pupils. ■ Willingness to participate in a community. ■ Professional integrity, energy, honesty, enthusiasm and high expectations. ■ Warmth, sensitivity and a good sense of humour ■ Excellent communication and interpersonal skills, resilience, flexibility and the ability to work under pressure. ■ Ability to achieve a sensible work-life balance 	

How to Apply

The closing date for applications is Monday 28th July 2025.

Interviews will be held during week commencing 4th August 2025.

Early applications are encouraged and we reserve the right to interview outstanding candidates before the closing date.

In order to apply, please fully complete a school application form (which you can download from our website) and write a covering letter of no more than two sides of A4, which sets out your interest in the role and encapsulates the aspects of your experience relevant to the required criteria.

Please send your letter and Sherfield application form via e-mail to HR@sherfieldschool.co.uk

You are welcome to include your CV.

If you require an informal discussion, please contact **Emily Daly, PA to the Head of EYFS & Junior Prep** at hppa@sherfieldschool.co.uk

Sherfield School is committed to safeguarding and promoting the welfare of children and young people and have a range of policies and procedures in place which promote safeguarding and safer working practice across the school. We expect all staff and volunteers to share this commitment. We will ensure that all our recruitment and selection practices reflect this commitment. All successful candidates will be subject to enhanced Disclosure and Barring Service checks along with other relevant pre-employment checks, including checks with past employers.

Personal data

In line with GDPR, we ask that you do NOT send us any information that can identify children or any of your Sensitive Personal Data (racial or ethnic origin, political opinions, religious or philosophical beliefs, trade union membership, data concerning health or sex life and sexual orientation, genetic and/or biometric data) in your CV and application documentation.

Following this notice, any inclusion of your Sensitive Personal Data in your CV/application documentation will be understood by us as your expressed consent to process this information going forward. Please also remember to not mention anyone's information or details (e.g. referees) who have not previously agreed to their inclusion.





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