

#BEMOULSFORD

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 **MOULSFORD**

be our new...
EARLY YEARS PRACTITIONER

REQUIRED FOR JANUARY 2026



WELCOME

Thank you for considering the role of Early Years Practitioner at Moulsford Prep School.

Moulsford is a thriving independent day & boarding school of 330 pupils aged 3 to 13 years, set in tranquil and picturesque grounds on the banks of the River Thames in South Oxfordshire.

At Moulsford, the message is straightforward. We want our pupils to receive the broadest possible education, while remembering that they will learn best when happy and settled.

Founded in 1961, this is a particularly exciting period in Moulsford's development with the School in the process of going co-educational. At present girls and boys are in Year 3 and below, and the school will be fully co-educational by 2030.

Moulsford offers a fantastic working environment, placing great emphasis on staff wellbeing and morale, as well as having a culture of career development.

I look forward to welcoming you to Moulsford soon.

Ben Beardmore-Gray.

Ben Beardmore-Gray

Headmaster





THE SCHOOL

Moulsford Prep School is situated on an idyllic 30-acre site on the banks of the River Thames.

Our Prep School (age 7 – 13) traditionally delivered an outstanding all-boys education, and is now moving towards full co-education by accepting girls into Year 3 from September 2025, who will continue through the school, until the whole school is fully co-educational by 2030. Our Pre-Prep (age 3 – 7) became co-educational in September 2023.

Moulsford aims to nurture the whole child, providing opportunities for each individual to develop their talents and abilities. The culture is one of achievement within a vibrant learning environment, ensuring positive reinforcement at all levels of ability. The School has high academic expectations of the pupils and excellent teaching ensures that they move to their Senior Schools extremely well prepared.

Great emphasis is also placed on the extra-curricular side of School life. Forest School, Sport, Music, Art, Drama and river-based activities play a prominent role in the pupils' timetable. Sport at Moulsford is particularly strong with the major sports being rugby, football, hockey, cricket and netball.



There are currently 330 pupils at the School from Pre-School to Year 8. Moulsford is predominantly a day school, but has a boarding house for up to 35 pupils; mainly in Years 6, 7 and 8. The School week runs from Monday to Friday, and there are also a number of sports fixtures which take place on Saturdays. There is neither Saturday School nor boarding on Friday night or at the weekend.

From Moulsford, the children go on to a wide variety of senior schools via Common Entrance or Scholarship at 13+. These include: Abingdon, Radley, Marlborough, Wellington, Magdalen College School (Oxford), Eton, St Edward's (Oxford), Pangbourne, Harrow, Shiplake, and The Oratory. This list will be expanded to include a range of girls' schools, as girls progress through the school.

The Headmaster is Ben Beardmore-Gray who took up post in September 2014. Ben was previously Headmaster of Mowden Hall (Northumberland), Deputy Head of Farleigh (Hampshire), and started his teaching career at Ludgrove (Berkshire). He is also on the Council of Cheltenham College, District Representative for District 10 of the Independent Association of Prep Schools (IAPS), a Director of the Independent Schools Examination Board (ISEB) and is a mentor and coach to other Heads.



THE ROLE

EARLY YEARS PRACTITIONER

CONTRACT TYPE: Fixed Term from 5th January 2026 – 30th June 2026

LINE MANAGER: Head of Pre-Prep

HOURS OF WORK: Monday – Friday 8:00am – 4:00pm (one evening until 5:30pm per week)

SALARY: Dependent on experience & qualifications, commensurate with industry standards

This is an exciting opportunity to join our vibrant Pre-School team within an outstanding Prep School. Our Pre-School opened in September 2022 to both girls and boys from aged 3 and is housed in our stunning new purpose-built Pre-Prep building situated just across the road from the Prep School.

We are seeking a passionate and experienced Early Years Practitioner to join us in providing a safe, nurturing, and stimulating environment where children aged 3–4 years can thrive and develop.

There is currently one Pre-School class therefore the successful candidate will work very closely with our other Early Years Practitioner to provide a caring and welcoming introduction to the School. The Pre-School follows the EYFS curriculum.

As well as learning the aim of the role is to develop the children's personal and social skills, ensuring that they are ready for Reception at the end of the year, and embedding Moulsford's values of courage, kindness and curiosity.

The successful candidate must be qualified to Level 6 or equivalent in Early Years, have a strong understanding of the EYFS framework and the ability to create a warm, supportive, and engaging learning environment.



MAIN RESPONSIBILITIES



TEACHING:

- Encourage the educational and social development of pupils in accordance with the EYFS curriculum in partnership with the Early Years team
- Assist the Early Years team in creating, preparing and implementing individualised, developmentally appropriate activities
- Provide support for individual children inside and outside the classroom to enable them to fully participate in activities
- Support children with emotional or behavioural problems and help develop their social skills
- Help children develop curiosity and knowledge through experimentation and play
- Look for opportunities during interactions to extend learning and act on them
- Observe the children at work, log outcomes of observations and work with small groups supervising practical activities
- Build and maintain relationships with parents
- Ensure the health and safety of children and staff is maintained during all activities, both inside and outside the setting
- Ensure that children are ready for Reception
- Participate in parent's evenings

ADMINISTRATION:

- Maintain children's records
- Prepare and present displays of children's work
- Preparing materials and arranging the physical environment according to principles of child development and the individual strengths, interests and educational goals of each child
- Photocopying and other tasks in order to support teaching
- Undertake other duties from time to time as required

PASTORAL DUTIES

- Have a commitment to the importance of promoting and safeguarding pupils' welfare
- Promote the general progress and well-being of individual pupils
- Liaise with appropriate staff to ensure the correct implementation of the school's pastoral systems
- Alert appropriate staff to problems experienced by pupils and make recommendations as to how these may be resolved
- Provide a safe, caring and supportive environment within the classroom

STAFF DEVELOPMENT

- Attend staff meetings
- Participate in the School's Continual Professional Development arrangements including INSET training

OTHER:

- Operate at all times within the stated policies and practices of the school
- Marking class attendance registers in accordance with the procedures in the Staff Handbook;
- Communicate and consult with parents of pupils and any such persons or bodies outside the school as may be approved;
- Establish effective working relationships and set a good example through personal and professional conduct;
- Contribute to the promotion of positive relationships and a positive ethos within the classroom
- Take part in marketing and liaison activities such as Open Days
- Provide cover work in the event of staff absence
- Supervise children during breaks

NB The successful candidate should be flexible in their approach to duties. The above is not an exhaustive list and you may be required to undertake other duties as required by your Line Manager or the Head. The job description may be amended to meet the needs of the School, in consultation with the post holder.

PERSON SPECIFICATION



ESSENTIAL CRITERIA		DESIRABLE CRITERIA	MEASURED BY
EXPERIENCE & KNOWLEDGE	• Previous experience of working with young children • Excellent knowledge of the EYFS curriculum	• Previous experience in a Pre-School classroom	Application & Interview
SKILLS & ABILITIES	• Excellent communication and listening skills • Good organisational skills • The ability to create a warm, supportive, and engaging learning environment • The ability to inspire and enthuse young children by using resources imaginatively • Energy, resourcefulness, responsibility, patience and a caring nature • An understanding of the needs and feelings of children • Ability to work independently with children, as well as being able to work in the wider school team • Ability to connect with parents	• Excellent ICT skills, preferably using Tapestry, although training will be given • Keen sense of humour	Application & Interview
EDUCATION & QUALIFICATIONS	• Level 6 qualification in Early Years or equivalent		Application
OTHER	• A professional, flexible and proactive attitude • Supportive of Moulsford's values of Kindness, Courage and Curiosity and the School's strategic objectives • Flexibility to work calmly and reliably in a busy School, both in a team and independently, with energy, initiative and cheerful enthusiasm • Ability and willingness to go beyond own responsibilities to help others at busy times and to work outside normal hours as required, e.g Open Events etc • As with all staff, responsible for promoting and safeguarding the welfare of any children and young persons with whom they come into contact in accordance with School policies		Interview



STAFF BENEFITS AT MOULSFORD

LOCATION

Moultsford is situated on the banks of the Thames between the market towns of Wallingford and Pangbourne, in a designated Area of Outstanding Natural Beauty. Oxford, Reading and Henley are located 18, 16 and 15 miles away respectively. There are direct trains to London Paddington from Didcot (8 miles), and a 'stopping' service from Cholsey (1 mile). The School has roughly 100m of river frontage and staff are able to use the watersports facilities outside of school hours.

PENSION

All employees are eligible to join a staff pension scheme.

IN-HOUSE CATERING

Making sure our students and staff are well fuelled for a busy day at school is key and food is very important at Moultsford. Our in-house catering team ensures that staff enjoy complimentary good quality, healthy and balanced meals every day. They also cater for all types of diets and allergens.

THE BARN FITNESS CLUB

The School offers complimentary full gym membership for all employees at The Barn Fitness Club in Cholsey.

WELLBEING

Great emphasis is placed on staff wellbeing and morale and we firmly believe in creating the right work/life balance for all at Moultsford. Many staff are trained in Mental Health First Aid and a culture of mutual support for colleagues is encouraged and fostered. Social events for staff take place throughout the year.

CONTINUING PROFESSIONAL DEVELOPMENT

All employees are encouraged and supported with access to regular Continuing Professional Development.

APPOINTMENT PROCEDURE AND KEY DATES



Applicants should submit the following:

- A one-page letter of application.
- Completed Application Form. CVs are welcome alongside the Application Form.
- References will be taken prior to interview unless indicated otherwise.

To download a copy of our application form, please [click here](#).

KEY DATES

**Closing Date for applications is
Sunday 2nd November 2025**

**Initial Interviews will take place week
commencing 10th November 2025**

Moulsford is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. Offers of appointment are subject to the completion of pre-employment checks including an Enhanced DBS check and satisfactory references.

Registered Charity No 309643



MOULSFORD

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