

Norwich Steiner School

Hospital Lane, Norwich NR1 2HW

JOB DESCRIPTION

Kindergarten Assistant

GENERAL INFORMATION ABOUT THE POST

The vision of Norwich Steiner School is to provide a Steiner-Waldorf curriculum for pupils from age 3-18/19 years of age, with pupils being able to leave the school as balanced, well-rounded and mature young adults, able to pursue their own futures and destinies with confidence and self-belief.

As an all-through-school we are privileged to see the children progress through the school, from the foundation building freedom of kindergarten, up through the lower school and into upper school, to see them grow and change, develop their identities, interests and ideas.

The kindergarten is located within the school building, a large and beautiful Victorian building close to the centre of Norwich. The building is listed and set in grounds of approximately 3 acres, including a playground and two playing fields with some wonderful large and mature trees.

Norwich Steiner Kindergarten works completely independently of the Early Years voucher system.

THE ROLE

We are offering an opportunity to work in our kindergarten under the mentorship of an experienced kindergarten teacher. We expect that this position will be of interest to people undertaking Steiner Waldorf Early Childhood training and professional development, although we are also open to receiving applications from candidates with mainstream Early years training. Children in kindergarten are aged between 3 and rising 7 years.

The assistant will work with the kindergarten teacher, promoting the overall welfare of the children; supporting creative play, artistic and domestic activities; the celebration of festivals, creative discipline and in working with parents.

The assistant will work as part of a team with the kindergarten teacher, school teachers, the school management team, Trustees, the school SENCO and administrative staff.

PAID HOURS will 5 hours per day (see terms and conditions below) five days a week, during term time (36 weeks a year). In addition, on 2 or 3 afternoons a week, there is the opportunity to work in afternoon kindergarten.

START DATE: September 2018

Norwich Steiner School

MAIN DUTIES OF THE KINDERGARTEN ASSISTANT

1. To support the Kindergarten Teacher within their work, ensuring the safety and wellbeing of the children.
2. To care for and respond to the individual needs of the children; to be alert and aware of situations that need attention and to respond appropriately.
3. To promote and support the educational principles of Steiner Waldorf Early Childhood Education and Care.
4. To gain full familiarity with the key policies, procedures and statutory obligations, particularly those relating to Safeguarding and Child Protection.
5. To respect professional confidentiality with regard to information about children, parents and teachers at the school and be discreet about one's own personal private matters to parents.
6. To help to maintain the Kindergarten environment, (daily preparation of the room, materials and activities). To help clean, mend and make equipment and help maintain the areas used by the Kindergarten, including washing up and daily light cleaning duties.
7. To help maintain the rhythm of the kindergarten through being actively engaged in supporting the flow of ring-time and supporting listening skills in story-time.
8. To be engaged with the children in artistic, craft and domestic activities
9. To prepare simple nutritious daily snacks.
10. To supervise the children in the garden or other outside areas.
11. To assist children with personal hygiene, take care of children needing comfort and first aid
12. To work closely with parents when settling children in the morning
13. To develop skills needed in the pedagogical work i.e. singing, finger-games, storytelling, puppetry, crafts etc
14. To be prepared to attend necessary training courses such as first aid, food hygiene and safeguarding.
15. To meet with the Kindergarten Teacher for regular reviews and planning
16. To attend occasional parents mornings/evenings, and sometimes interviews for new parents and parent consultations
17. Willingness, if appropriately qualified (ie. Level 3 qualification in childcare) to cover for the Kindergarten teacher if absent.
18. To help prepare for, attend and tidy-up after festivals

TERMS & CONDITIONS

The kindergarten operating hours are from 9am-1pm. In addition to these 4 contact hours, you are expected to carry out an hour's non-contact work each day. This may include lunch time cover for the teacher on afternoon kindergarten days, and setting up and clearing away. This will generally mean that you will start at 8.45am and then continue to work for 45 minutes at the end of a session. There may be some flexibility within these contracted hours, to be agreed between yourself and the KGN teacher, so that you may vary your start and finish time, and the length of your meetings to suit. Afternoon kindergarten is a continuation of the morning session following directly on until 3.45pm.

Norwich Steiner School

The pay for this post is £7.83 an hour, plus 12.1% statutory holiday pay, which is paid separately at the end of each term), including both contact time and preparation time. You will be paid only for the sessions that you work. In case of absence due to sickness, statutory sick pay allowances apply.

All kindergarten staff are entitled to Norfolk Initiative Steiner School's agreed school holidays, including half-term holidays. Staff are not permitted to take holidays during term time.

The post is offered as a part-time post, with the expectation of continuing to permanent employment, subject to regular reviews.

The school has a work place pension scheme in place, operated by NEST. The contributions are currently (2017) 1% Employer and 1% gross (0.8% net) Employee. Enrolment for new staff automatically occurs after 3 months of employment for eligible staff, although staff also have the right to opt in during the first 3 months.

Safeguarding

All applicants for this post must be aware that they have not been disqualified from working in childcare under the 2009 Childcare (Disqualification) Regulations, and that they are not disqualified by association (ie that they do not live with anybody that is disqualified).

Norwich Steiner School is committed to the health safety and wellbeing of all children and young people in the school. All appointments whether paid or voluntary are subject to evidence of the person being suitable and appropriate to work with children through a process of application, collection of references and the carrying out of checks through the Disclosure and Barring Service (DBS).

All employees working at Norwich Steiner School have responsibility towards safeguarding and should be guided by knowledge of the school's policies in their response to any safeguarding issue that may arise in the course of their work in and associated with the school. Staff are at all times expected to maintain professional boundaries in their relationships with pupils.

Norwich Steiner School

PERSON SPECIFICATION

ESSENTIAL QUALIFICATIONS

- NVQ level 3 in childcare (or be working towards Level 3)
- A good standard of education
- Paediatric First Aid training (if not already completed, must be done before start of post)

REQUIRED QUALITIES OR SKILLS

- Previous experience of working in a Steiner Kindergarten or familiarity and willingness to work within Steiner education principles
- Willing to strive to become a role model worthy of imitation by the children in your care
- Warmth, patience, understanding, empathy, tolerance, sense of humour,
- Willingness to learn
- Interest in child development
- Committed to and positive about Steiner education and anthroposophy
- Open and communicative towards parents and teaching colleagues
- A genuine wish to work with children from all backgrounds and abilities
- Committed to the safety and wellbeing of the children
- Self-motivated and imaginative
- Well organised and responsible
- Flexible and positive towards the challenges that face a kindergarten in a pioneering situation
- Able to work as part of a small team, with parents and other teaching colleagues
- Understanding of confidentiality

DESIRABLE SKILLS

- Paediatric First Aid Certificate
- Practical skills