

Norwich Steiner School

Hospital Lane, Norwich, NR1 2HW, 01603 611175

Afternoon Kindergarten Supervisor

School Aim

Norwich Steiner School provides a Steiner-Waldorf curriculum for pupils from age 3- 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.

Safeguarding

Norwich Steiner School is committed to safeguarding and promoting the health, safety and wellbeing of all children and young people in the school, and expect all staff to share that commitment. All appointments whether paid or voluntary are subject to evidence of the person being suitable and appropriate to work with children through our safer recruitment process of application, collection of references and the carrying out of checks through the Disclosure and Barring Service (DBS) and other safeguarding checks as appropriate.

The Vacancy

The school is seeking to recruit a suitable person, initially employed on a part time basis with a view to full-time employment, as part of our early years team and succession planning, in the coming months.

The initial vacancy is for weekday afternoons (1pm-3.30pm) during term time, supervising the activities of a small group of 3–6-year-old children for afternoon kindergarten. The main activities of the post holder are supervision of lunchtime and indoor/outdoor free play, and to read a short story, before handing the children over to their parents at the end of the day.

Although we are currently offering this post part-time, candidates who would only be able to consider it if offered full time work, should inform the school of this at the time of application.

Our ideal candidate may or may not already have an Early Years qualification (e.g. PGCE in primary education; Bachelor of Education in Early Years ages 3-8; Level 5 Diploma in Early Years Practice).

However, unless already Steiner Waldorf trained, any candidate applying for this post must be willing to attend an accredited Steiner Waldorf early years training course whilst in post. Links to appropriate training are below.

<https://neswec.org.uk>

<https://loswec.co.uk>

There is also the possibility of an interest-free loan, repayable over an agreed period of time, from the Godparents Anthroposophical Training Fund (GATF) to support all or part of the training.

Job description:

1. To ensure the safety and wellbeing of the children during afternoon kindergarten.
2. To care for and respond to the individual needs of the children and 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, along with the EYFS.
4. To be fully familiar 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. To be professional about one's own personal private matters to staff and 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 supervise the children in the garden or other outside areas.
8. To assist children with personal hygiene and take care of children needing comfort and first aid.
9. To ensure accidents and incidents are reported to parents and that any behaviour or safeguarding concerns/incidents are also recorded on the school CPOMS system.
10. To be prepared to attend necessary training courses such as first aid, food hygiene and safeguarding.
11. To meet with the Kindergarten teacher and assistant for regular meetings – including supervision, reviews and planning.
12. Willingness if appropriately qualified (i.e. NVQ level 3 in childcare or equivalent) to cover for the Kindergarten teacher if absent.

Terms & Conditions

The salary for this part-time post is £6,563 and is based on the following information:

- 5 afternoons a week working from 1pm – 3.30pm
- 36 weeks of termtime work
- Inclusive of 6 weeks of paid holiday
- Supervisors rate of £12.50/hour

There is some additional attendance required for colleague meetings.

The school does not offer free places for staff children within the School or kindergarten. Staff experiencing financial hardship may apply for a reduced fee via our concessionary fee process which is in place for all children/families.

Statutory sick pay allowances apply.

Benefits

- The school has a work place pension scheme in place, operated by NEST. Staff are automatically enrolled onto the pension scheme when employment commences, but are also given the opportunity to opt out if they choose.
- Free on-site parking
- Cycle to Work scheme
- Access to the Employee Assistance Programme (Education Support Partnership) which provides caring and compassionate advice and support on professional or personal matters