

Norwich Steiner School & Kindergarten

Hospital Lane, Norwich, NR1 2HW, 01603 611175

JOB DESCRIPTION

KINDERGARTEN TEACHER

ABOUT NORWICH STEINER SCHOOL

The school has always had a strong vision, which has guided its development and ethos: “To provide 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.”

Norwich Steiner School is a young school. It grew from just three pupils in 2005, to around 100 pupils covering an age range of 3-19 years by 2017.

The school is free from the National Curriculum, SATS, GCSEs and A Levels.

It follows the Steiner-Waldorf curriculum throughout the whole school and in all lessons, and is successfully offering the New Zealand based Level 3 qualification ‘the New Zealand Certificate of Steiner Education (NZCSE), to pupils age 16 and above. Whilst the school is now well established, it retains a strong sense of being pioneering and the atmosphere is open and friendly.

Norwich Steiner Kindergarten currently works completely independently of the Early Years nursery funding scheme but is required to follow all statutory requirements of the Early Years Foundation Stage (EYFS) goals and implement these where there are no exemptions in place.

The Vacancy

Norwich Steiner School requires a full-time Kindergarten teacher to lead and run its Orchard Kindergarten. This is a permanent post, subject to a probationary period and is available from September 2025.

The kindergarten teacher has primary responsibility for the overall welfare of the children in their care. This includes supporting the creative play, artistic and domestic activities; the celebration of festivals within kindergarten; creative discipline and working with parents.

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.

MAIN DUTIES OF THE KINDERGARTEN TEACHER:

Norfolk Initiative Steiner School – private, limited by guarantee, Company number 4815492. Registered Charity Number – 1099377. VAT no 479189821. Registered Office: Norwich Steiner School, Hospital Lane, Norwich, NR1 2HW

- To fully implement the kindergarten curriculum indicated for Steiner Waldorf early childhood
- To ensure the overall quality and standards of the early years provision are in line with the principles and requirements of the 'Statutory framework for the early years foundation stage (EYFS)'.
- To provide a differentiated curriculum for the 5 and 6-year-olds with planned, structured activities designed to continue to support their development and to extend their learning and skills, taking into account their individual needs and interests (including those with an EHCP or who are identified as having SEND).
- Be fully familiar with all the key policies and procedures as well as statutory obligations, particularly those relating to Health and Safety, risk assessments and Safeguarding (child protection).
- Take overall responsibility for preparation and planning, and in keeping parents informed as appropriate. All associated paperwork should be kept up to date, filed and made available for periodic review and inspection. These documents should include individual learning plans plus summative and formative assessments for each child within the kindergarten.
- Keep appropriate individual child observations/assessments, and undertake (with colleagues) individual child studies both routinely and when required for particular children.
- Provide reports for the end of each term for all the children within the kindergarten, including any statutory requirements regarding EYFS reports.
- Ensure the care and beauty of the classroom according to the Steiner Early Years curriculum; working with the seasons, sensory protection of the young child and full understanding of the Health & Safety regulations of the school.
- Conduct home visits to each family in their Kindergarten if appropriate, and as and when required.
- Host group parents' evenings at least once a term to provide an insight, through activities and talks, of their child's education and the underlying pedagogy.
- Keep families informed regarding child protection issues and other matters, including internet safety, at meetings and through general communication.
- Ensure individual parent meetings are held at least once a year to share and discuss each child's progress and development with their parents. Meetings help ensure that there are no surprises in the child's report.
- Meet with any other early years staff once a week, to share planning, assessment, kindergarten pedagogy, child studies and administrative work.
- Attend weekly faculty meetings, and at least one lower school meeting per half term, in order to ensure continuity and provide a bridge with and other relevant inset/training days.
- Appropriately involve and share with the kindergarten assistant any planning or information to enable them to perform their duties to best effect for the children. If there are days when numbers are low and/or if there are only school age children present, it is possible that a Kindergarten assistant may be assigned other priority duties in support of the work of the wider organisation.
- Complete relevant training Safeguarding, Paediatric First Aid and Food Hygiene and ensure these should be kept up-to-date.
- Administer appropriate First Aid to the children when required and ensure all accidents and incidents (whether or not they require First Aid) are logged immediately and followed through with the parents. This also includes the recording and care of previous injuries that happen outside of the kindergarten setting
- Follow the Staff Code of Conduct and Safer Working Practice at all times.
- Liaise with other agencies including the Norfolk County Council Early Years and Childcare, Waldorf UK, SWEYG (Steiner Waldorf Early Years Group), LEA Safeguarding, OFSTED and the DfE.

TERMS & CONDITIONS

The annual salary for this post is £26,000 per annum. Please note that employees are not paid when they do not work due to sickness; in case of absence due to sickness, statutory sick pay allowances apply.

This is a full-time post and it is expected that the kindergarten teacher will be at school 5 days per week from 8.30-4.00pm during term time, and occasionally during school holidays for classroom preparation and planning.

The morning session runs from 9-1pm, with afternoon sessions as required which run from 1-3.30pm (this often works out to be two afternoons a week in practice). Supervision of the afternoon sessions may be shared with the assistant. Non-contact time should be used for administrative work, parent meetings, colleague meetings, home visits and support within the school, including festivals.

As with all employees of the school, whilst staff are entitled to 5.6 weeks per year of holiday which is completely free from any school work, staff are required to use some of the 16 weeks of school holiday to ensure they have completed all necessary planning and preparation. It is the responsibility of staff to ensure that their classrooms and planning are all in order and ready for the start of each term/half term.

Staff are not permitted to take holidays during term time.

There are currently no free places for staff children within the school or kindergarten, although staff experiencing financial hardship may apply for a reduced fee via our concessionary fee process.

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.

PERSON SPECIFICATION

ESSENTIAL REQUIREMENTS

- The Steiner Kindergarten Teacher Early Years Training Qualification

- Alternatively, a suitable candidate with existing understanding of Steiner Education with an alternative Early Years qualification (e.g. PGCE in primary – Early Years education; Batchelor of Education in Early Years ages 3-8; Level 5 Diploma in Early Years Practice) may also be considered. Any candidate without Steiner Waldorf early years training must be prepared to attend an accredited course. Links to appropriate training are below.

<https://neswec.org.uk>

<https://loswec.co.uk>

IMPORTANT PERSONAL ATTRIBUTES FOR THIS POST.

- A genuine enjoyment of working with children
- A sense of humour
- Good, non-defensive communication skills
- A willingness to muck in and help with wider tasks when needed

DESIRABLE SKILLS/TRAINING

- Food hygiene training
- Paediatric first aid