

Norwich Steiner School & Kindergarten

Hospital Lane, Norwich, NR1 2HW, 01603 611175

JOB DESCRIPTION

KINDERGARTEN ASSISTANT

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 – this is a part-time, fixed-term position of 6 months.

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 inclusion coordinator and administrative staff. Paid hours will 5 hours per day (see terms and conditions below) five days a week, during term time.

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.

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 salary for this post is **66.6% pro rata of £18,000 FTE 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. The kindergarten operating hours are from 8.30am – 1.30pm (5 hours, 5 days per week).
during term time.

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.

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
- Safeguarding

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)
- L2 food hygiene (if not already completed, must be done before starting the post)

REQUIRED QUALITIES OR SKILLS

- Previous experience of working in a Steiner Kindergarten or familiarity and willingness to work within Steiner education principles is desirable
- 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

- Practical skills