Kindergarten Teacher/Leader

Details of Post

Position: Kindergarten Teacher/Leader

Appointed by: Trustees

Accountable to: School Managers, Chair of College and Trustees

Start Date: Summer Term 2020 (commencing 27th April 2020)

Hours: Full time, 8.00am to 4.00pm including some evenings for meetings and weekend days for festivals and other activities (38 weeks plus 8 training days)

Salary: Within the range of £22,000 - £25,000 dependent on experience

Location: 310 Sneinton Dale, Nottingham NG3 7DN

Deadline: Tuesday 26th February 2020, 12 noon

Interviews: W/C 2nd March 2020

Applications to be emailed to lucy@theionaschool.org.uk

Shortlisted applicants may be required to attend a Kindergarten class during the preceding term to their start date. Please provide available dates with your application.
Kindergarten Teacher/Leader

Job Description

Main Features of the Position
We are looking for an exceptional leader compatible with the ethos and unique qualities of The Iona School, with Steiner Waldorf Kindergarten Teacher training (minimum Level 4) and/or QTS, and be able to demonstrate a high level of experience of working in a Steiner/Waldorf setting with appropriate teaching, management, leadership and administrative skills.

Job Responsibilities
The Kindergarten Teacher/Leader will be responsible for ensuring the continuing strength of the Kindergarten. The Teacher/Leader will also ensure that the Steiner Waldorf curriculum is delivered according to all statutory requirements and to a quality standard through implementation of the Early Years Foundation Stage Framework 2017.

Principal Duties

1. Primary Responsibilities
   Overall welfare of the children and the day-to-day running and management of the Kindergarten setting:

   1.1 Understanding and ensuring the ethos of the Steiner Waldorf Early Years curriculum
   1.2 Understanding and ensuring implementation of the Early Years Foundation Stage (EYFS) Framework
   1.3 Understanding and ensuring implementation of Health and Safety requirements for the Kindergarten including risk assessments
   1.4 Membership of The College of Teachers representing the Kindergarten
   1.5 Supervision duties of all Kindergarten staff in accordance with EYFS requirements
   1.6 Preparation, planning and record keeping (including assessments, progress checks, observations and keeping pupil files up to date)
   1.7 Classroom management

2. Communication Management
   Ensuring clear communication between:

   2.1 Teachers and parents/carers e.g. Parents’ Evenings and 1:1 Parent Meetings
   2.2 Teachers and assistants
   2.3 All teachers as a team
   2.4 Kindergarten Teacher/Leader and College and Management Team (School Business Manager and Education Lead)
   2.5 Kindergarten Teacher/Leader and school community including Trustees
   2.6 Kindergarten and letters/emails from other people, SWSF and other organisations
   2.7 Weekly Kindergarten planning meeting
   2.8 Regular contact and review with SENCo
3. **Administration**
   Understanding/training to manage the areas of:
   
   3.1 Ofsted inspections
   3.2 EYFS requirements
   3.3 Reports for school age children to be completed by a deadline
   3.4 Kindergarten input to school business plan and development
   3.5 Human Resources including supervisions, recruitment and appraisals
   3.6 Programme and policy development and review

4. **Training Management**
   To ensure all your staff are up to date and have a professional development plan (liaise with school managers)
   
   4.1 Teacher and assistant training/qualifications
   4.2 Paediatric First Aid certification
   4.3 Food Hygiene/handling certification
   4.4 Safeguarding certification
   4.5 Designated Person training: Safeguarding, SENCo, Behaviour
   4.6 Induction of new staff/volunteers
   4.7 SWSF in service training/CPD

5. **Coordination/Management of:**
   
   5.1 Early Years admissions with Admissions Manager, teachers, SENCo
   5.2 Assignment of children in Kindergarten including changes and current class lists
   5.3 Kindergarten team including relevant meetings
   5.4 Steiner Waldorf advisor and assessor visits
   5.6 Work placement and work experience arrangements
   5.7 Visits and observations from outside the school (Steiner Waldorf settings and mainstream)
   5.8 Peer mentoring and staff development, work placement mentoring, new teacher mentoring
   5.9 Parent complaints
   5.10 Open mornings and events
   5.11 Working with outside agencies
   5.12 Organising general supplies and resources
   5.13 Festivals throughout the year
Person Specification

Summary
The Iona School is an Equal Opportunities and Safe Recruitment employer. All employees will be vetted for suitability to work with children and young people and all appointments will be subject to the following:

- Satisfactory DBS check
- Satisfactory references
- Proof of eligibility to work in the UK
- Completion of paediatric first aid, safeguarding training and food hygiene

Essential Criteria

- Experience of working with children within a Steiner Early Years environment
- Knowledge of EYFS Framework management experience and/or minimum Level 4 qualification
- Full awareness of Child Protection (Safeguarding) responsibilities, how to protect children, how to handle concerns and related complaints and knowledge of related regulations
- A Steiner Waldorf Early Years teaching qualification
- Exceptional self-motivation and sense of responsibility
- Ability to work with, fit in with and manage a team, with excellent communication skills
- Flexibility and positivity in attitude to work, with the sense of humour that is essential to the role
- Good to excellent skills in using Word, Excel and email applications

Preferred Criteria

- Additional Early Years or related qualification(s)
- Training in one or more of: Special Educational Needs, First Aid, Health and Safety, Fire Prevention, Equal Opportunities, Child Protection (Safeguarding)