Job Title: Kindergarten Teacher
Reports to: Head Teacher
Level: Minimum NVQ Level 3 or equivalent and prepared to carry on to Level 5, Steiner Early Years trained or prepared to undertake Steiner-Waldorf Early Years training
Salary: £27,300
Hours: 39 Weeks, Term time only post from 8.00am to 4.00pm
Start date: To be decided
Line management: Kindergarten Assistant

The role at times requires additional hours on occasions to fulfil the requirements of the post.

Job Purpose:
To be responsible for the organisation and running of the Kindergarten

Responsibilities:

- To be concerned with the overall welfare of the children in your care and respond to the needs of the individual as well as those of the group as a whole
- To give attention and care to the physical environment of the Kindergarten
- To support creative play, artistic and domestic activities and the preparation and celebration of festivals
- To prepare, implement and review the Kindergarten curriculum and attend to daily, weekly and long term planning
- To work closely with the Kindergarten assistant
- To ensure effective and ongoing observation and assessment of activities and child development, in line with the EYFS requirements (i.e. written reports)
- To have a good understanding of policies and procedures and ensure adherence of Statutory obligations (e.g. Health & Safety)
- To be responsible for ordering and purchasing supplies within an agreed budget
- To work as part of a team of leaders, assistants, therapists, school doctor and other staff
- To initially identify any SEN and work with SENCO to create and implement short term plans
- To attend Early Year’s meetings as well as pre or post term workdays and other meetings essential to the work, and after first year of employment to attend college meeting once a week
- To work with other Kindergarten and EY staff and give support, advice and training where necessary
- To accept regular visits from appraisal advisors and mentors into the Kindergarten
- To work with the special needs assistant if required
- To carry out child studies
- To work with the administration manager and management staff on administrative tasks necessary to the day to day running of the school
- To liaise with parents/carers including having a weekly surgery time for individual family meetings, home visits and interviews
- To be responsible for parents evenings and other opportunities for communication and parent education
- To liaise with other agencies e.g. SSWF, Social Services, LA, Ofsted, DfE where appropriate
• To be committed to the development of the School
• To be committed to continuing professional development through conferences, study and INSET days

Person Specification

• Qualifications: minimum NVQ Level 3 or equivalent and prepared to carry on to Level 5, Steiner Early Years trained or prepared to undertake Steiner-Waldorf Early Years training
• Have a commitment to a deepening understanding of Anthroposophy and the principle of Steiner Waldorf Education
• Ability to apply the knowledge of child development, rhythm and repetition and example and imitation as a basis for the work in the Kindergarten and strive to become a role model worthy of imitation to the children in your care
• To be prepared to attend training courses in First Aid, Food and Hygiene, SEN, Child protection etc as deemed necessary to work with young children
• To have a working knowledge of Health & Safety regulations
• To have a working knowledge of EYFS
• Ability to recognise and set down appropriate boundaries of behaviour and discipline in the Kindergarten so good habits are maintained.
• Commitment to overall self-development and particularly teaching development. Ability to be open to comment and constructive criticism on one’s own work.
• Ability to be organised and systematic about one’s own work load; prioritise and, where appropriate, delegate tasks.
• Ability to work on own initiative and as part of a team, recognising each member’s individualities while also showing willingness to compromise and adapt according to the demands of the situation.
• Ability to be flexible and co-operative under pressure of time and the multifarious demands of school life.
• Committed to safeguarding and promoting the welfare of children and young people.

This job description may be amended at any time in consultation with the post holder.

Notes

St Paul’s Steiner School is committed to equality of opportunity.
St Paul’s Steiner School is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. The Finance Manager will need to have an up-to-date Enhanced Disclosure and Barring Service (DBS) check prior to taking up their post or role.