



Full Member of The Steiner Waldorf Schools Fellowship®
Company No: 1797323 Charity No: 289801

**EARLY YEARS LEADER / KINDERGARTEN TEACHER
For September 2022**

We are a city school located in a beautiful old house in Balham, south London

We are seeking to appoint an enthusiastic, inspirational and reliable
Early Years Leader / Kindergarten Teacher

London Steiner School is an Equal Opportunities
and Safe Recruitment employer.

We do not discriminate on the grounds of race, age, disability, sex,
marital status, sexuality, ethnicity, religion or any other grounds
upon which discrimination can occur as defined in law.

All employees are vetted for suitability to work with
children and young people,
and all appointments will be subject to satisfactory recruitment checks including
compulsory [DBS](#) checks, identity and eligibility to work in the UK checks,
references and proof of essential qualifications.

London Steiner School is committed to safeguarding children and young people.
We expect all applicants to uphold this.

Waldorf School of South West London Ltd (The) trading as London Steiner School
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JOB DESCRIPTION

2022

EARLY YEARS CO-ORDINATOR AND KINDERGARTEN TEACHER

Start Date: Autumn Term 2022 (commencing Friday 2nd September)

Hours: Full time – 8.30am to 4.30pm including some evenings for meetings and weekend days for festivals and other activities (34 weeks plus eleven compulsory Staff Workdays)

Salary: £20 - £24k depending on qualifications and experience

The first and foremost responsibility of the Kindergarten Teacher is to be concerned with the overall welfare of the children in the kindergarten and to care for and respond to their individual needs, as well as promoting and supporting the educational principles of Steiner Waldorf Early Childhood education and care.

Kindergarten teachers are responsible for a child's first education experience, so their role often stretches beyond just being a teacher. Their teaching focuses on introducing basic subjects and concepts, such as colours, shapes and basic maths, through craftwork, painting and baking, as well as a range of opportunities offered in creative play – both indoors and outdoors. This also includes encouraging social skills and for focused teacher-led activities with the 5–6-year-old children, preparing the children for the transition to Class One.

JOB PURPOSE To deliver the Steiner EY curriculum in a kindergarten setting and is responsible for the co-ordination of all aspects of EY, including the Early Years Foundation Stage (EYFS) and other statutory requirements.

ACCOUNTABLE TO College of Teachers / Trustees

ACCOUNTABILITIES The Teacher has primary responsibility for the overall welfare of the children in their care. This includes supporting creative play, artistic and domestic activities; celebration of festivals, both seasonal and multicultural; creative discipline and working with parents, carers and families. The Teacher is responsible for the full organisation and running of the EY department and works as part of a team of teachers, assistants and other members of School staff, the Management Team, Trustees and volunteers where appropriate. The Teacher will be responsible for presentation of the Early Years Department to outside agencies such as OFSTED inspectors and Local Authority representatives.

Safeguarding and Working with Outside Agencies

The Teacher and EY Co-ordinator has a duty to liaise with and inform the School's Designated Safeguarding Lead (DSL) of any safeguarding concerns within the kindergarten, and to act as the lead in the absence of the DSL. The Teacher will at times need to liaise with other agencies, e.g: other schools, advisory services, local authority early years partnership and social care.

Policies and Procedures, Regulations and Rules

To ensure adherence to the School's policies and procedures and to statutory obligations, particularly those relating to Health & Safety, Risk Assessments, Safeguarding (Child Protection), Data Protection and Equal Opportunities, as well as to the statutory EYFS and Steiner Waldorf Schools Fellowship (SWSF) standards and guidance.

SEND (Special Educational Needs and Disabilities)

The Teacher is expected to work alongside the SEND co-ordinator (SENDCo) to assess the pupils' needs and identify pupils who may need additional support. Alongside the SENDCo, the Teacher will co-ordinate detailed assessments and observations of pupils with specific learning problems and seek advice as required in drawing up Individual Education or Learning Plans.

Administering First Aid

A Paediatric First Aid qualification must be undertaken and kept fully up to date as the Teacher will be responsible for administering appropriate first aid to the children when required. The Teacher will follow the First Aid and Medicines policy and procedures.

Preparation, Planning and Record-keeping

The Teacher is responsible for: providing a well-balanced programme of activities for the children, according to the Steiner-Waldorf view of child development and the School's published curriculum; planning and preparation for festivals and events such as open days and taster sessions. adequate preparation and planning which includes daily and weekly reviews of planning and activities; keeping parents informed; record-keeping (including keeping pupils' files up to date). Planning to be written and shared with colleagues and assistants, to ensure continual and consistent care for children and effective continuity if the teacher is absent. Documents will show inspectors, assessors, supply teachers and others the intending learning progression, activities and rhythms and how the needs of specific children will be met.

Classroom Care

The Teacher is responsible for the care and beauty of the classroom, including working with the seasons, sensory protection of the young child and full understanding of the Health & Safety requirements of the School.

Parents' Evenings

The Teacher is expected to host termly parents' evenings and termly individual parent's meetings both at school and at the children's home (as appropriate), where parents and teachers can share and discuss individual children's progress and development

Child Assessments and End of Year Reports

The Teacher will fulfil all requirements for child observations and progress checks and ensure that progress assessments from outside agencies are arranged, as necessary.

The Teacher will provide an end-of-year report for the parents of all children in the Kindergarten.

Parents' Concerns and Complaints

Teachers are usually the first port of call for parents' problems/grievances, especially pedagogical concerns. They should be able to seek to resolve most concerns through meetings with the parents alongside and with the help of one other colleague. If this is not satisfactory, they should encourage the parents to follow the School's Complaints Policy

Co-ordinating the Early Years Team

Working with assistants

Depending on the size of the group, the Teacher will work together with one or two assistants, according to the statutory child/staff ratio requirements. It is the Teacher's responsibility to ensure that the assistant is informed and understands and carries out his/her duties accordingly. The Teacher will support and supervise the assistants when needed. This includes giving and sharing teaching materials, such as ring-times, verses, stories and activities so they are able to familiarise themselves with them and learn them. If the assistant is attending a training course, the teacher will need to take on responsibility for mentoring when necessary.

Organisation of Meetings essential to the Kindergarten work

The Teacher must organise weekly EY meetings for the EY Team members. This meeting is mainly for overall planning, kindergarten pedagogy and administrative work.

Continued Professional Developments (CPD)

The Teacher is responsible for co-ordinating the CPD needs of their EY Team, both in-house and externally.

PERSON SPECIFICATION

London Steiner 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:

- Satisfactory recruitment checks, including DBS
- Satisfactory references
- Proof of eligibility to work in the UK
- Qualification and certification checks

Essential Criteria

- Level 4 Diploma in Steiner Waldorf Early Childhood Studies (Early Years Educator) and experience of working with children within a Steiner Early Years environment
- And / Or
- Minimum National Level 3 Early Years Educator qualification plus at least two years' experience working in a childcare setting
 - Full awareness of Child Protection (Safeguarding) responsibilities, how to protect children, how to handle concerns and related complaints and knowledge of all relevant regulations
 - 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
 - Professional confidentiality with regard to information about children, parents and staff, and the ability to be discreet about one's own personal, private matters
 - Good skills in using Word, Excel and email applications