



St Paul's Steiner School

Job Title:	Kindergarten Gardening Teacher/ Afternoon Provision Lead
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:	From £28,542 p.a.
Hours:	39 Weeks, Term time only post from 8.00am to 4.00pm
Start date:	February 2023
Line management:	Kindergarten Practitioner

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 delivery of the Gardening curriculum and running of the Afternoon Provision

Responsibilities

The teacher will:

- 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 Gardening curriculum for 5–6-year-olds and the afternoon provision curriculum
- keep up-to-date with current pedagogy and statutory government requirements pertaining to the EYFS
- To work closely with the Kindergarten Teachers and Practitioners
- To ensure effective and ongoing observation which will feed into the assessment of activities and child development written by the Kindergarten Teachers in line with the EYFS requirements (i.e. written reports). Write reports of the Gardening session for each child in the Summer Term.
- Read and adhere to staff handbook and other relevant policies including Staff code of conduct
- To be aware of and observe School policies on Health and safety requirements set out in the relevant policy documents
- Be aware of current KCSIE reporting guidance and statutory frameworks in particular reference to children 6 and under
- To be responsible for ordering and purchasing supplies within an agreed budget
- To work as part of a team of leaders, assistants, school doctors, therapists and other staff.
- 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

- Contribute to 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
- Take part in appropriate performance review procedures

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
- 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.
- Be computer literate to a level to effectively carry out the administrative and reporting aspects of the role;
- 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 offer of this post is subject to statutory clearance by Disclosure and barring Service and Teacher's prohibition list check. The appointment will be subject to two satisfactory references, one of which must be from the candidate's most recent employer.