



Job Description: Parent & Child Assistant

Reports to:	Parent & Child Manager
Start date:	As soon as possible
Salary:	£34.08 + holiday pay per session
Contracted hours:	Session -Saturdays 9.30am – 1pm Term-time only

The School

St. Paul's Steiner School is an independent, non-selective and non-denominational school for children aged 3 -14 years old. Housed in a beautiful 19th century church in central London, St. Paul's is a Steiner-Waldorf School with approximately 200 pupils. We provide an education that supports the development of well-rounded human beings who are resourceful, creative, responsible and curious; ready to meet the challenges of the 21st century with the problem-solving skills required for a sustainable future.

The Roles

The post holder will be expected to act as an adult role model and support school policies when dealing with children or visitors to the school or Parent & child premises.

Parent and Child Assistant

- To support the P&C Leader with her work and help maintain the Parent and Child environment
- To work within the principles of Steiner Waldorf Education
- To help with the daily preparation and clearing away of the room, materials and activities.
- To support the Leader with the domestic and practical works, in order for the Leader to fulfil their
- To support the group by listening to the story, being actively engaged in the ring time and by supporting the flow of the rhythm of the session.
- To show an interest in developing skills needed in the work i.e. singing, finger games, storytelling, puppetry etc.
- To practice non-verbal communication with the children and parents and to develop the use of gesture
- To maintain accurate records including registers of children attending and ensure marked daily
- Communicate and collaborate with admissions
- To share a review of the session with the leader at the end of the session.

Person Specification

Qualification Criteria

- Right to work in the UK.

Experience

- Experience working in a school - essential

- Experience of working as part of a team where interpersonal skills and communication activities were key accountabilities
- Experience in dealing with the public in an effective and empathetic manner
- Experience in Steiner Education and knowledge of Waldorf principles or a willingness to learn

Personal Characteristics

- Excellent communicator with the ability to communicate tactfully and effectively.
- Good time management and player with flexible, industrious attitude.
- Reliability, warmth, patience, understanding, empathy, tolerance and a willingness to learn
- area must for this position
- Ability to take appropriate initiative and to work with limited resources
- Ability to co-operate and work as part of a team
- A strong interest in child development
- A willingness to strive to be a role model worthy of imitation by the children in your care
- Self-motivating and the ability to identify your own training needs and willingness to attend relevant training courses or other training
- Respect and understanding of confidentiality and its importance

Other

- Will need to be able to commit to occasional work outside normal school hours
- Commitment to equality of opportunity and the safeguarding and welfare of all pupils
- Willingness to undertake training
- This post is subject to an enhanced DBS check.

This job description is non-exhaustive, and is subject to regular review with the post holder and amended in line with the needs of the organisation

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.