



## Job Description: Parent & Child Leader

<b>Reports to:</b>	Headteacher
<b>Start date:</b>	As soon as possible
<b>Salary:</b>	<b>£53.51 + holiday pay per session</b>
<b>Contracted hours:</b>	Session – Saturdays 9.30am – 1pm Term-time only

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## 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 be responsible for the organization and running of the Parent and Child Group
- To provide a safe space for children from birth and onwards and their careers
- To foster an atmosphere of respect, mutual support, adult education and understanding for child development and beauty and reverence.
- To give attention and care to the physical environment of the parent and child space
- To support creative play, artistic and domestic activities and the preparation and celebration of festivals
- To prepare, implement and review daily, weekly and long term planning
- To insure adherence to statutory obligations (i.e. Health & Safety)
- To be responsible for ordering and purchasing supplies within an agreed budget
- To provide parents and careers with ideas and methods for crafts and domestic activities to develop their own skills and with alternative was to interact with adults and children
- To stimulate the child's forces of imitation in a non-verbal way
- To develop and support parenting skills with particular emphasis on: child development, rhythm and repetition in daily, weekly and yearly context; example and imitation; creative discipline and creative play.
- To prepare and celebrate festivals and come to a closer understanding of the meaning of festivals and seasons
- To attend weekly Early Years meetings
- To meet with parent and child group assistant for regular review and planning
- To accept regular visits from advisors into the parent and child group and share the outcome with the teachers meeting
- To work with the other P&C Leader on administrative tasks
- To be able to attend Parent & Child group as organising workshops/lectures
- To be aware of Early Years policies
- To be able to attend workshops/lectures to share knowledge and experience

## Person Specification

### Qualification Criteria

- Right to work in the UK.
- EY Steiner Waldorf qualification at least Level 3

### 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.