# The St Michael Steiner School

# Kindergarten Assistant Job Description

Responsible to: the Kindergarten teacher, College of Teachers and School Trustees

Salary: £19,950 pa

Hours: 40 per week (core hours 8am to 4pm) including occasional evenings and weekends plus some holiday time preparation

Holiday: 6 weeks per annum

**Introduction**

The experience of the child in the kindergarten during the years when they are most open to the world around them lays the foundation for healthy development and a sound education throughout the subsequent years. The kindergarten years are therefore regarded as the basis upon which Steiner education is built. In effect, the Kindergarten Assistant should be a role model worthy of imitation by the children in his/her care.

The kindergarten assistant will work alongside the Kindergarten teacher/s in their work and help maintain the Kindergarten environment and atmosphere. He/she will also care for the children staying for Afternoon Club on Mondays to Thursdays. A 20-minute statutory break is timetabled each day between the morning and afternoon sessions, on a flexible basis.

**Main tasks**

* To attend to the needs of the children appropriately and support the rhythm of the Kindergarten.
* Be alert and aware of situations needing attention, to respond appropriately, and to develop the skills needed to take care of children needing comfort and first aid.
* Help with the daily preparation of room materials and activities and be part of the rota of preparing the morning snack and washing up.
* Provide an example for the children to imitate when leading or assisting craft and domestic activities.
* Support the listening skills during story-time and be actively engaged with the content of ring time, learning the songs and gestures and to develop skills in story-telling, puppetry, finger rhymes, songs and poems.
* Supervise and lead garden play and activities as needed, and supervise children on walks.
* Help clean, mend and make equipment and help maintain areas used by the kindergarten, including hallway, kitchen, slippers/coats/boots, toilets and garden areas.
* Liaise with parents/carers when required and inform teachers of conversations about the well-being and development of the children, and to be aware of maintaining confidentiality.
* Assist the kindergarten teachers with record keeping, for example: writing observations, learning journeys, taking photographs (using school camera) etc.
* Work as a member of the Early Years team with flexibility and with a team spirit, attending festivals, weekly kindergarten and whole school faculty study meetings, parents evenings (once a term). The assistant will also support Saturday Open Days, Inset Days, and other meetings and outreach events as required, usually on a rota arrangement with the kindergarten teachers.
* Uphold kindergarten policies and whole school policies as available on the school website, as well as supporting our work within the Early Years Foundation Stage, and working with the principles of Steiner-Waldorf education.
* Attend statutory and non-statutory training courses as required, and Steiner trainings/ conferences whenever possible.
* To strive to be a reflective practitioner on a path of self-development.
* To work towards deepening his/her understanding of Waldorf pedagogy and the development of the human being out of anthroposophy.
* Perform such other duties as the kindergarten teachers or College may from time to time reasonably require.

## PERSONAL SPECIFICATIONS

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|  | Essential |
| Steiner Waldorf Early Years qualification or in training | X |
| Minimum of one year Steiner Waldorf kindergarten practice or observation practice | X |
| To work with an understanding of Child Protection policy and practice and within the statutory ‘Keeping Children Safe in Education’ (September 2021). | X |
| Recognised Early years care and education qualification - Level 3 | X |
| Paediatric first aid (or willing to train) | X |
| To work out of the educational principles of Steiner Waldorf Early Childhood education and care along with the statutory requirements of the EYFS (Early Years Foundation Stage) subject to the exemptions awarded under the Established Principles Route for Steiner Settings. | X |

**Personal Qualities**

* Finds joy in working as part of a team
* Willingness to learn and openness to new ideas
* Personal warmth and flexibility
* Love of and interest in children and their development
* Strives to be a positive role model, worthy of imitation by the children in their care
* Is a committed, reflective practitioner, striving for truth and authenticity within their understanding of the pedagogy
* Desire and motivation to be on a path of self-development

PLEASE NOTE: The St Michael Steiner School will ensure that all applicants and staff are fully vetted under safeguarding and child protection procedures as stated in Part 4 of the Schedule to the Education (Independent School Standards) Regulations 2014 and the DfE statutory guidance: Keeping Children Safe in Education (2020; updated September 2021).

If you are considering applying for a position at the school you should also familiarise yourself with our Safer Staff Recruitment Policy and Procedure (August 2021). The St Michael 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. All staff, regular volunteers and trustees are subject to an up-to-date Enhanced Disclosure and Barring Service (DBS) check prior to taking up their post or role. We are an equal opportunities employer.