



Kindergarten Assistant- Job Description

Position:	Kindergarten Assistant
Appointed by:	Board of Trustees
Reporting to:	Teacher, Early Years Coordinator, SMT
Hours:	Part time hours between 8.30am and 3.30pm, Monday to Friday during term-time. Plus 3 hours (pro-rata) for meetings, planning, etc. and 8 training days (pro-rata). Some evenings or weekend hours may be required.
Location:	Cambridge Steiner School, Hinton Road, Fulbourn, CB21 5DZ and Fulbourn Nature Reserve (woodland mornings only)
Salary:	Salary range from £10,100 to £11,600 (pro-rata) per annum depending on qualifications and experience
Start Date:	31 st August 2013
Deadline:	15 th July 2013

We are looking for a Kindergarten Assistant (minimum Level 2 or equivalent), preferably with Steiner Waldorf Kindergarten experience, to assist the Kindergarten Teacher. This post will be based at our School premises in Fulbourn to begin Autumn term 2013. Our kindergartens cater for children from 2 ½ yrs to 6 years

Main features of the position

To support the Kindergarten teacher in his/her work and help maintain the Kindergarten environment through caring for the children. To help create a warm supportive atmosphere, and the physical care of the Kindergarten accommodation, consistent with the best in Steiner education.

Job Responsibilities

- 1) To support the Kindergarten teacher in his/her work, and to help maintain the Kindergarten environment.
- 2) To maintain the daily rhythm of the Kindergarten.
- 3) To be aware of and attend to the needs of the children.
- 4) To be alert to, and attend to, situations needing attention and to respond appropriately.
- 5) To help with the daily preparation of room, materials and activities, and prepare the
- 6) To help with the daily preparation of room materials and activities, and prepare the morning snack.

- 7) To work with the children on craft and domestic activities, support the listening skills in story-time, and be actively engaged with the content of Ring-time, learning the songs and gestures. Singing and imitation of the teacher and leading singing.
- 8) To develop the skills needed for story-telling, puppetry, finger rhymes, songs and poems.
- 9) To supervise the children in the garden or on walks.
- 10) To take care of children needing comfort and first aid.
- 11) To clean, mend and make equipment, and to help maintain areas used by the Kindergarten, which include the main rooms, cloakroom, toilets, kitchen and garden.
- 12) To liaise with the parents / carers if required, and to keep information confidential.
- 13) To attend kindergarten and teachers' meetings, parents' meetings and festivals, where possible. Some evenings and weekend days included.
- 14) To perform such other duties as the teachers and management may from time to time reasonably require.
- 15) To uphold Kindergarten and School policies, Early Years Foundation Stage curriculum guidelines and SIS (Ofsted) Early Years policies / standards, and Steiner/Waldorf standards and guidelines.
- 16) To be prepared to attend training courses as necessary for work.
- 17) To work within the principles of Steiner Waldorf education.

Person Specification

Cambridge Steiner School is looking for a committed Early Years professional with an interest in Steiner/Waldorf education, a proven ability to relate to and inspire children, and the capacity to communicate and cooperate well with colleagues and parents.

Cambridge 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 the following:

- Satisfactory DBS [CRB] check
- Satisfactory references
- Proof of eligibility to work in the UK

Essential Criteria

- Level 2 qualification in Early Years, as a minimum. (EYFS statutory regulations).
- Experience of working with children, preferably within an Early Years environment;
- Awareness of Steiner/Waldorf teaching practices and principles, particularly for the Early Years;
- Knowledge and understanding of the Early Years Statutory Framework
- Ability to relate to and inspire children;
- Personal warmth, patience, tolerance, empathy, understanding and positivity;
- Exceptional self-motivation and sense of responsibility;
- Ability to work both as part of a team and independently, co-operating and working with staff, trustees and parents;
- Excellent communication skills, both orally and in writing;
- Flexibility and positivity in attitude to work, with the sense of humour that is essential to the role;

- Perseverance;
- Willing to learn and to develop the appropriate skills for storytelling, puppetry, finger rhymes, songs and poems for Kindergarten;
- Confidence with basic food preparation e.g. Bread dough, soup. (Guidance available)
- Working knowledge of basic hygiene in kitchen and bathroom areas
- Capacity to be a role model worthy of imitation by the children in your care.

Preferred Criteria

- Level 3 qualification, EYFS statutory regulations.
- Experience of working within a Steiner/Waldorf Early Years environment;
- An approved Steiner/Waldorf Teaching Qualification or equivalent relevant experience, or Qualified Teacher Status;
 - A valid First Aid certificate
 - A valid food hygiene certificate, level 1 or 2
 - Experience of working with children with Special Educational Needs
 - Skills and/or interest in simple craft, artistic and gardening activity.

Personal Attributes

- A **role model** worthy of imitation by the children in the group, (as imitation is a fundamental process in developing behaviour and activity during the first 7 years of life).
- **Warmth** in social interaction; offering the children the possibility to be themselves in the relationship, e.g. allowing children to try things for themselves while being present if help is required, without comment or judgement.
- **Patience** - e.g. allowing the children's participation in activity to unfold in its natural time.
- **Tolerance and perseverance** - e.g. awareness of the need for repetition in development of skills.
- **Empathy** - to strive to understand the position of the other.
- **Positivity** - to seek a positive view of situations.
- **Reverence** - for the surroundings and each individual within it.
- **Creativity** - To enjoy stories and singing, crafts and art
- **Willingness to learn** - to participate in Continuing Personal and Professional Development and to continuously develop skills and knowledge in areas which contribute to the job role.