



AFTERNOON CARE PRACTITIONER

JOB DESCRIPTION

Salary: £10.50 per hour, plus benefits (to be reviewed in April)

Position: This is a permanent part-time, term time only position.

Start-date: Immediately.

CONTEXT

Drumduan is a modern and progressive Steiner School located in the beautiful North-East of Scotland overlooking Findhorn Bay and the Moray Firth. With an emphasis on experiential education, nature connection, and the creativity that flows from children being given the space to develop in a low technology school environment. The School currently has 105 students from Kindergarten to Class 12 in the Upper School and 38 teaching and non-teaching staff.

Our School operates with a collective decision-making structure, the Core Group of staff, at its centre. The Core Group aims to coordinate the running of the school in order to best support its pedagogical purpose and with heed to its financial sustainability.

The Core Group is made up of coordinators and managers who hold particular roles within the school, as well as those staff who wish to take responsibility for carrying broader aspects of school life.

The Operational Manager, Early Years Manager, Lower-Middle School Coordinator, Upper School Coordinator, Facilities Manager and Finance Manager are key members and the Core Group Chair coordinates all Core Group meetings and activities.

In addition, there is a School Development Group (SDG) that is formed to hold fundraising initiatives together with the Parents, Teachers and Friends Association (PTFA). The SDG also looks at the sustainability development of the school and is held by a group of parent volunteers. The Operational Manager works closely with the SDG.

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The Afternoon Care Practitioner will work together with the Lead Practitioner to create a warm and welcoming environment where the children can experience a gentle and restful afternoon after a busy morning at Kindergarten and School. A home-from-home feeling after their busy day where they can unwind from the structures of their more formal education by providing free movement between indoor and outdoor play, a loose rhythm of lunch and story time and the offer of joining in with crafts, campfire making, tree climbing and den building. To strive toward creating and maintaining a healthy, tidy and harmonious working environment and atmosphere.

MAIN RESPONSIBILITIES

Email: school.reception@drumduan.org | Phone: 01309 676300
Charity No: SC007157 | Company Limited No: SC119638



Assist in all areas of the Aftercare provision, including:

- Help with daily preparation of room materials and activities, preparing the table for lunch and washing up afterwards as needed.
- Help clean and maintain the kitchen, slippers/coats/boots and garden areas.
- To attend the needs of the children appropriately and support the rhythm of lunch, story and free play.
- Be alert and aware of situations needing attention to respond appropriately, and have the skills needed to take care of children needing comfort and basic first-aid.
- Supervise garden play and activities as needed. Assess risk and guide appropriately.
- Liase with parents/ carers when required and inform Kindergarten and class teachers of conversations about wellbeing and development of the children, and to be aware of maintaining confidentiality.
- Record keeping: write daily child observations, keep the register of attendance and fill in the accident report book as and when needed.
- Work as a member of the school team, with flexibility and team spirit, attending weekly afternoon care meetings, half-termly Kindergarten meetings and attending inset days.
- Uphold Kindergarten and school policies, as well as supporting our work with the Curriculum for Excellence, and working with the principals of Steiner/Waldorf education.
- Attend statutory and non-statutory training courses as required, and Steiner trainings/conferences wherever possible.
- To strive to be a reflective practitioner on a path of self-development.
- To work towards deepening their understanding of the Waldorf pedagogy and the development of the human being.
- Perform such other duties as the lead practitioner or the Early Years Educational Coordinator may reasonably require from time-to-time.
- All undertaken within the School's organisational and Core Group decision-making structure

PERSON SPECIFICATION

| | Essential | Desirable |
|--|---|---|
| Qualifications & Experience | <ul style="list-style-type: none"> • Experience working in an Early Years setting. | <ul style="list-style-type: none"> • Experience in Waldorf/Steiner education • Knowledge of the curriculum delivered by Drumduan School • Willingness to learn & open to new ideas |



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| Knowledge, Skills & Ability | <ul style="list-style-type: none"> • Excellent verbal & written communication skills • Good time management & planning skills • Approachable & skilled in communicating with individuals at all levels | <ul style="list-style-type: none"> • Ability to work with conviction & motivation in the development & growth of Drumduan School • Flexible and adaptable in schedules and in collegial relationships. |
| Personal Characteristics | <ul style="list-style-type: none"> • Organised and efficient. • Positive and proactive attitude. • Responsive and responsible. • Personable & solution focused. • Excellent written and verbal communicator. • Able to manage, prioritise and juggle numerous ongoing tasks. • Feels at home in a small, impact-driven organisation. • Ability to build a rapport with children, colleagues and the wider school community. • Willing & able to join the PVG scheme. • Willing & able to work towards gaining relevant Scottish qualifications • Willingness to join SSSC or GTCS and meet membership requirements. • Understanding of all safeguarding policies and procedures. | <ul style="list-style-type: none"> • Love & interest in children and their development • Personal warmth & flexibility • Finds joy in working as part of a team • 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 & motivation to be on a path of self-development |

ESSENTIAL APPLICATION INFORMATION

Drumduan School is committed to safeguarding children and young people and requires all staff and volunteers to share this commitment.

Candidates must be suitable to work with children and will be expected to be registered with the PVG (Protecting Vulnerable Groups) Scheme, under Disclosure Scotland. Candidates must have the right to work in the United Kingdom.

Candidates from abroad will be asked to provide criminal records clearance from countries of residence, as well as evidence of eligibility to work in the United Kingdom.



If applying for an Early Years or Teaching role, applicants are required to join SSSC and/or GTCS within 6 months of commencing employment and fulfil all membership requirements. Applicants must also complete first aid training, and complete sufficient Continuous Professional Development (CPD) yearly training in order to meet the requirements of your professional registration.

The completed application form including the names and details of 2 suitable referees, one of whom must be the most recent or current employer, must be sent to kg.manager@drumduan.org.