**JOB DESCRIPTION**

**Job Title:** Kindergarten Assistant

**Employed by:** Greenwich Steiner School

**Hours:** Part Time 8.30am – 1.30pm

**Responsible to:** Early Years Manager

**General Description of the School:**

Greenwich Steiner School is a small, independent school located alongside the green spaces of Greenwich and Blackheath in South East London. We provide a dynamic and progressive version of the Steiner Waldorf curriculum for children aged 3½ to 18.

Learning is experienced, explored and savoured to create a lifelong love of learning. Teaching integrates art, creativity, movement and music with academic learning. Our approach takes into account each stage of child development: every individual child is met with age appropriate, holistic and inspiring teaching.   
Children become confident, resilient, sociable and able young people equipped to move on successfully to mainstream or Steiner Waldorf Schools.

The school community encompasses families from diverse cultural, racial and socio-economic backgrounds. We offer a warm welcome to all regardless of culture, creed, race, gender, sexuality or disability and promote an ethos of mutual respect and tolerance for all.

**Job Summary**

To assist the teacher in providing a nurturing, stimulating, home-like and sensory Waldorf environment for children for the three years of kindergarten: from their first separation from parents to their progression into class 1. To support the teacher in ensuring all children thrive, are happy and fulfil their potential.

**Main Responsibilities;**

1. To support the Kindergarten Teacher in their work and to help maintain the Kindergarten environment.

2. To be alert to the safety and well-being of all children and report any concerns immediately.

3. To assist the Kindergarten Teacher in the organisation and running of the Kindergarten and work as part of a team of teachers, assistants and SLT.

4. To attend to the needs of the children and to maintain the rhythm of the Kindergarten.

5. To be alert and aware of situations needing attention and to respond appropriately.

6. To help with the daily preparation of the room, materials and activities and prepare the morning snack.

7. To work with the children on craft and domestic activities; support listening skills in story-time and be actively engaged with the content of ring time: learning the songs and gestures.

8. To develop the skills needed for story-telling, puppetry, finger rhymes, songs and poems.

9. To assist the teacher in managing children’s behaviour by maintaining consistent boundaries.

10. To supervise the children in the garden or on walks.

11. To take care of children needing comfort and first aid.

12. 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.

13. To liaise with the parents/carers if requested by the Kindergarten Teacher and to keep information confidential.

14. To attend Early Years and Joint School meetings, parents’ evenings, Inset Days, Open Days and festivals.

15. To perform such other duties as the teachers and management from time to time reasonably require.

16. To uphold Kindergarten policies, curriculum guidelines and Government/Social Services policies and guidelines.

17. To undertake safeguarding, first aid and food safety hygiene training.

18. To be prepared to attend other training courses as necessary for work.

19. To work within the principles of Steiner Waldorf Education.

20. To have due regard to risk assessments and procedures.

21. To lead the kindergarten group when the teacher is absent.

**Personal Specification:**

The candidate appointed will have:

* A Steiner Early Childhood Studies Diploma or at least on NVQ Level 2.
* Excellent knowledge of the requirements of the Early Years Foundation Stage (EYFS)
* A commitment to a deepening of their understanding of the principles of Steiner Waldorf Education.
* An understanding of and work with the following: Child Development, appropriate physical surroundings, rhythm of the day, week, year; and imitation and example.
* A desire to work with colleagues on the continued development of the school.
* A suitability to work with children and will be expected to undertake an enhanced DBS check.
* Eligibility to work in the United Kingdom.

**Note:** 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.

**Skills:**

* Excellent knowledge of Steiner Waldorf Early Years
* Ability to work with and enthuse children in the specified age range on a one to one basis.
* Excellent team-worker
* Excellent communication skills
* Good craft skills
* Excellent record keeping skills
* Basic IT skills including word processing and email
* Ability to work with confidential information and maintain high levels of confidentiality
* Punctuality and reliability
* Caring manner
* Ability to work independently and efficiently
* Ability to work collaboratively
* Interest in education and understanding of the aims and objectives of Waldorf Education.
* Willingness to develop the ability to talk knowledgeably to parents about the education and the school.
* Good command of spoken and written English

*Greenwich 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*