



## **KINDERGARTEN ASSISTANT JOB DESCRIPTION**

### **JOB DESCRIPTION**

**Salary:** £22k pro rata, plus benefits.

**Position:** This is a permanent full-time term time only position (averaging 37.5 hours per week, 46 weeks per year). Job share will be considered.

**Start-date:** August 2024

Drumduan School is looking for a new member or members of staff to hold this key role at the heart of the School's Kindergarten.

### **INTRODUCTION**

The experience of the child in 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 regarded as the basis upon which Steiner education is built. The Kindergarten Assistant should be a role model worthy of imitation by the children in their care. The Kindergarten Assistant will work alongside other Kindergarten Assistants and Kindergarten Teachers in their work to help maintain a healthy, tidy and harmonious working environment and atmosphere.

### **MAIN RESPONSIBILITIES**

Assist with Kindergarten activities, including:

- Assisting the Kindergarten Teacher.
- Assisting with planning, preparation, and delivery of all Kindergarten sessions. Supporting practical and domestic needs of each Kindergarten session.
- Helping with the daily preparation of kindergarten room materials and activities, preparing and cooking the morning snack and lunch, and the washing up.
- Helping clean and maintain areas of the kindergarten, including the kitchen and toilet area, hallway and garden areas.
- Attending to the needs of the children appropriately and supporting the rhythm of the kindergarten.
- Providing one-to-one care of all the children when needed, including supporting personal care and additional needs.
- Assisting in the creation of a healthy, tidy and harmonious working environment.
- Being alert and aware of situations needing attention, responding appropriately, and developing the skills needed to take care of the children needing comfort and first aid.
- Supervising garden play and activities as needed.
- Providing an example for the children to imitate when leading or assisting crafts and domestic activities.



- Supporting the listening skills of children during story time and be actively engaged with the content of ring time, learning the songs and gestures and to develop skills in storytelling, puppetry, finger rhymes, songs and poems.
- Supporting the liaison between Kindergarten and parents ensuring that information is shared appropriately, and confidentiality is maintained.
- Participating in record keeping, for example: writing observations, learning journeys, and at times taking photos using the school camera.
- Working cooperatively as a member of the Early Years Team with flexibility and with team spirit, attending festivals, weekly Kindergarten and Whole School faculty study meetings and parents' evenings as required.
- Working with conviction and motivation in the development and growth of Drumduan School.
- Supporting Open Days, Inset Days, and other meetings and outreach events as required.
- Upholding Kindergarten policies and Whole School policies, as well as supporting our work within the Early Years curriculum and working with the principals of Steiner-Waldorf education.
- Attending statutory and non-statutory training courses as required, and Steiner/Waldorf training/conferencing whenever possible.
- Striving to be a reflective practitioner on a path of self-development.
- Working towards deepening an understanding of the Waldorf pedagogy and the development of the human being out of anthroposophy.
- Performing such other duties as the Kindergarten Teachers or Early Years Service Manager may reasonably require from time-to-time.
- Joining SSSC within 3 months of the start date of employment.
- Completing PVG prior to commencement of employment.
- Completing mandatory training as required.
- All undertaken within the School's organisational and Core Group decision-making structure.

## **PERSON SPECIFICATION**

	<b>Essential</b>	<b>Desirable</b>
<b>Qualifications &amp; Experience</b>	<ul style="list-style-type: none"> <li>• Evidence of a desire to pursue a career in Early Years Settings.</li> </ul>	<ul style="list-style-type: none"> <li>• Experience of Waldorf/Steiner education</li> <li>• Experience of working in an Early Years Setting.</li> </ul>
<b>Knowledge, Skills &amp; Ability</b>	<ul style="list-style-type: none"> <li>• Excellent verbal &amp; written communication skills</li> <li>• Good time management &amp; planning skills</li> <li>• Approachable &amp; skilled in communicating with individuals at all levels.</li> </ul>	<ul style="list-style-type: none"> <li>• Ability to work with conviction &amp; motivation in the development &amp; growth of Drumduan School</li> </ul>
<b>Personal Characteristics</b>	<ul style="list-style-type: none"> <li>• Willing &amp; able to join the PVG scheme.</li> <li>• Understanding of all safeguarding policies and</li> </ul>	



	<p>procedures.</p> <ul style="list-style-type: none"> <li>• Have or be willing to work towards gaining relevant Scottish qualifications</li> <li>• Willing &amp; able to join SSSC and-or GTCS to meet membership requirements.</li> <li>• Personable &amp; approachable.</li> <li>• Solution focused.</li> <li>• Ability to communicate &amp; listen effectively.</li> <li>• Good time management &amp; planning skills.</li> <li>• Ability to build rapport with children, parents, colleagues and the wider community.</li> <li>• Ability to work cooperatively as part of a small team in creating a healthy &amp; harmonious working environment.</li> </ul>	
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## **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.

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.

## **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](mailto:kg.manager@drumduan.org).