



## **Kindergarten Teacher**

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

**Position:** This is a permanent full-time position. 37.5 hours per week.

**Annual Leave:** 5.6 weeks.

**Start-date:** August 2024

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.

### **JOB DESCRIPTION**

#### **Teaching**

Kindergarten sessions – Plan, prepare and deliver all Kindergarten sessions as required.

Parent communication – Liaise with parents and hold parent evenings. Write reports for students as required and review their progress.

Record Keeping – Maintain current and detailed records of children throughout the school year. Including records in line with Care Inspectorate requirements and Education Scotland, such as tracking and observations.

Key worker – Act as key worker for all children and participate in Care Planning meetings as required.

Teaching cover – Provide teaching cover for other Kindergarten classes.

Email: [school.reception@drumduan.org](mailto:school.reception@drumduan.org) | Phone: 01309 676300

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Continual Professional Development and other training – Join Scottish Social Services Council (SSSC) within 6 months of employment and fulfil all membership requirements. Complete mandatory training as required. Complete sufficient Continual Professional Development in order to meet professional requirements.

Other duties – Attend staff in service days as required by your contract. Attend school and Kindergarten meetings as required. Ensure child protection procedures are followed. Ensure risk assessments are updated.

### Personal

To work cooperatively as part of a team of Early Years staff in creating a healthy, tidy and harmonious working environment.

To be flexible and adaptable in schedules and in collegial relationships.

To work with conviction and motivation in the development and growth of Drumduan School.

To be able to support and fully engage with the vision and ethos of the School.

To be open to new ideas and initiatives not necessarily originating directly from Steiner / Waldorf Pedagogy.

To always act in a professional and confidential manner.

To participate in staff recruitment

### **PERSON SPECIFICATION**

	<b>Essential</b>	<b>Desirable</b>
<b>Qualification and Experience</b>	Relevant Waldorf /Steiner Kindergarten. Experience in an Early Years setting.	Knowledge of curriculum delivered in Waldorf school. SVQ level 3 Health and Social Care
<b>Knowledge, skills and ability</b>	Excellent verbal and written communication skills Good time management and planning skills Approachable and skilled in communicating with individuals at all levels IT skills	Knowledge of a Curriculum for Excellence (CfE) Knowledge of Getting It Right for Every Child (GIRFEC) Ability to work with conviction and motivation in the development and growth of Drumduan School



	Knowledge of child development and the care needs of children ) Knowledge of child protection issues Understanding of and commitment to all Safeguarding policies and procedures Skills in observations and report writing	Flexible and adaptable in schedules and in collegial relationships
<b>Personal Characteristics</b>	Proven ability to work as part of a team and with other agencies Organisational skills Personable Solution focused Ability to listen and communicate effectively Ability to build rapport with children, colleagues and the wider community	Ability to work cooperatively as part of a small team in creating a healthy and harmonious working environment
<b>Special requirements</b>	Have or be willing to join the PVG scheme Willingness to join SSSC or GTCS and meet membership requirements	

### **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.

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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 [kq.manager@drumduan.org](mailto:kq.manager@drumduan.org).

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