



Laurel Farm Steiner Kindergarten

JOB DESCRIPTION FOR KINDERGARTEN TEACHER

POSITION: Kindergarten Teacher
ACCOUNTABILITY TO: Charity Trustees

The position description reflects the duties at the time of the appointment, however applicants should note the exact duties may change over the course of the appointment. The following outlines the broad responsibilities of the position, and is not a definitive list of activities. The position requires flexibility to assist the school to carry out all its responsibilities.

HOURS: Currently 19 hours (Four mornings, Monday, Tuesday, Wednesday, and Thursday, 9.00am-1.45pm (children present 9.30am-1.15pm)

SALARY: £10,032 + training fees if not yet Steiner trained or value of fees if trained.

MAIN PURPOSE

The purpose of this position is to offer an age and stage-appropriate curriculum to children of kindergarten age, consistent with the best in Steiner education.

MAIN DUTIES

INTERPERSONAL

- The Kindergarten Teacher is required to have an effective working relationship with the children, the staff, the charity trustees, the parents, and the wider community. The teacher needs to act with warmth, confidentiality, discretion, timeliness and accuracy.

TEACHING

- Implement a rhythmically appropriate curriculum as outlined in school documents for the kindergarten. Songs, verses, games (inside and outside), craft, cooking, baking, modelling, painting, gardening etc. are all expected to be integral to the weekly programme and practised with expertise by the teacher.
- Use of imaginative, innovative management and discipline are expected, as these are part of the children's intrinsic educational experience.
- Organise and maintain of the kindergarten and its contents as an aesthetically ordered, safe, hygienic environment.
- Use speech, movement and music as a positive approach to address the whole group and individuals.
- Make use of Laurel Farm to develop the nature-based elements of the curriculum.

COMMUNICATION

- Assist the healthy development of social relationships between children and between child and teacher.

- Liaise with appropriate professionals for assessment and treatment with approval from parents when needed for individual children.
- Develop parents' understanding about Steiner's indications for children of kindergarten age, particularly in providing ongoing adult education guidance for parents where needed on child development, Steiner education and nurturing early childhood environments.
- Address parent's comments and concerns relating to child development.
- Support, supervise and help colleagues.
- Respect other users of Laurel Farm and involve the local community.
- Regularly report to Laurel Farm Kindergarten Trustees, both formally and informally.
- Prepare for, attend and be accountable for all work completed via supervision with a person appointed by the trustees.

ADMINISTRATION

- Plan and evaluate the kindergarten programme weekly, half-term and as a yearly overview.
- Keep up to date pupil records including a daily roll and keep up to date records as required by Ofsted.
- Organise and leading a parent/teacher night each term (3 per year).
- Organise and conduct interviews with prospective parents and students.
- Organise according to the agreed curriculum framework.
- Follow all policies and procedures of Laurel Farm Kindergarten including child protect, record keeping, discipline and grievance, health and safety and risk assessment.

RECORD KEEPING

- Accuracy in filing and recording of all relevant student files.
- Keep the inventory of learning resources up-to-date, adding any new resources acquired.

COMMITTEES AND OTHER MEETINGS

- Attend kindergarten meetings including occasional trustee meetings as required. These include Kindergarten, meetings with colleagues, with colleagues and parents, to further Learning Support, and meetings called by the trustees and any further as required to fulfil the kindergarten's needs.

PROFESSIONAL DEVELOPMENT

- From time to time attend professional development and in-service courses that strengthen skills in technical, interpersonal communications and understanding of Steiner education and Steiner's curative indications.
- Keep up to date with developments in early childhood and early childhood education.

SKILLS, ABILITIES AND QUALITIES

DESIRABLE

- Steiner teaching qualification.

ESSENTIAL

- At least two years experience at working in an early years setting or have at least 2 years other suitable experience.
- A “Full and Relevant” Early Years Foundation Stage qualification at Level 3. *[Please check www.cwdcouncil.org.uk “Qualifications Finder” to ensure any qualification is “full and relevant”: Enter Title of Qualification, Level, Awarding Body, and Date completed. Children’s Workforce Development Council Qualifications Helpline 0300 123 1033. Some non-Early Years qualifications can be counted.]*
- Ability to demonstrate interpersonal and communication skills of high standard.
- Energy and imagination to develop this fledgling kindergarten.
- Experience of teaching in pre-school and/or kindergarten age classes (state number of years experience).
- Ability to work as part of a team.
- Knowledge of the principles of Rudolf Steiner education, including a demonstrated understanding of issues relevant to development of the child from age 0-7 years.
- Skills in developing curriculum frameworks.
- Positive attitude towards children and a love of learning and teaching.
- Demonstrated ability to or willingness to adopt anthroposophical principles in curriculum development.
- Willingness to further personal development through anthroposophical study and artistic activity.
- Skills and experience in one or more areas of artistic endeavour eg. music, art, drama, craft, etc.