

JOB DESCRIPTION

Job Title:	Kindergarten Teacher
Employed by:	New School, Canterbury
Hours:	Full Time (Monday to Friday 8am – 4pm)
Pay:	£22000 - £25000 Per Annum (depending on experience)
Responsible to:	The position reports to and is accountable to the Head Teacher and is supported in day-to-day matters by experienced mentors.

General Description of the School:

New School, Canterbury is a small independent school located in an area of Outstanding Natural Beauty near Canterbury and is surrounded by an Organic Farm.

New School inspires a love of learning and has each child's well being at its heart. We nurture creative, compassionate, critical thinkers ready to meet the challenges and embrace the opportunities in our changing world.

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.

Our Values:

Mutual Respect: I will treat others with respect at all times and can expect to be treated with respect by others, at all times.

Attentive Listening: When another is speaking, I listen with my whole self, not just my ears. I listen for the feelings and emotions that are behind words and am awake to what we often need to hear in the silence.

Kindness: Kindness is how we treat ourselves, others, and our environment, every day. Through everyday acts of kindness we create an environment within which others feel confident, cared for and supported.

Best Effort: In all activities and at each moment I will do my best. This applies to my work, my interactions with others and the world around me. By doing my best at all times I can feel proud of who I strive to be and feel that my contribution to the community is of great value.

Safety: I honour my own safety and the wellbeing of others.

Job Summary:

The primary focus of this post is to bring to the setting, a secure working knowledge of child development and the ethos and pedagogy that underpins the Steiner Waldorf Early Years Curriculum. To hold responsibility for leading one Kindergarten group.

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

Main Responsibilities:

To be responsible for the organisation and running of the Kindergarten.

To be concerned with the overall welfare and safeguarding of the children in your care and respond to their individual needs. These will include pre-school (3.5 to 5 years) and school age children (5 + to 6.5/7 years).

To support creative play (both inside and out), artistic and domestic activities; celebration of festivals (seasonal and multicultural).

To manage behaviour strategically including implementing creative discipline.

To form strong working partnerships with parents.

To plan, prepare, implement and review the Kindergarten Curriculum and daily structures in accordance with the Steiner Waldorf Kindergarten Curriculum and the Early Years Foundation Stage.

To carry out daily observations of each child, make formative and summative assessments: including the writing of reports and completing the Steiner Waldorf Profile. To undertake child studies.

To plan activities to suit the individual and group needs of the children according to their development; the ethos of Steiner Waldorf education and the EYFS.

To work with the SENCO and to write PLP's (Personal Learning Plans), adapting special activities, stories, songs, craft activities etc. to the child's individual needs.

Organise termly parents evenings and seasonal festivals.

Holding Parent / Teacher Conferences and writing annual school reports for every child in kindergarten using the appropriate proformas.

To work with the Office and Finance staff and Support Leadership Team on the administrative tasks necessary for the day to day running of the Kindergarten (including admissions, interviewing, budgeting and other registrations).

To ensure adherence to statutory obligations (e.g. Early Years Foundation Stage, Health and Safety, Independent Schools Regulations).

To be responsible for ordering supplies within an agreed budget and keeping equipment well maintained.

To attend weekly teacher's meetings, planning meetings, inset days, work days, festivals and open days and other meetings (including further training).

To undertake safeguarding, first aid and food safety and hygiene training and to pursue continued professional development.

To work with the other Kindergarten Teachers, School Teachers and Assistants and give advice and training if and where necessary.

To have read and understood the school's policies and procedures and to support their implementation.

To carry out all other tasks and responsibilities as may be reasonably expected of a Waldorf Kindergarten Teacher.

Personal Specification:

Essential:

- An approved Waldorf Kindergarten Teaching Qualification
- At least 2 years' experience of working in a Waldorf Kindergarten
- Excellent knowledge of the requirements of the Early Years Foundation Stage (EYFS).
- The ability to complete all necessary paperwork in accordance with the EYFS and New School requirements.
- An Advanced Certificate in Child Protection or a willingness to do the training before starting the job.
- Good IT skills in order to send out and receive school emails, complete necessary planning and assessment and to use our school database.
- An understanding of the statutory requirements of legislation concerning Equal Opportunities, Health & Safety, SEN, Safeguarding and Child Protection.
- Keen to work with colleagues on the continued development of the school.
- Suitable to work with children and willingness to undertake an Enhanced Disclosure and Barring Service Check.
- Eligible 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.

Attitude and qualities:

- An Open Heart, Mind and Will
- An affinity with our Aims and Values and commitment to acting as an advocate and role model at all times
- A strong sense of integrity and a commitment to clear honest communication
- A commitment and passion for teaching
- An enthusiasm for working with children and an ability to relate to and inspire them
- A willingness to work as part of a close-knit team and to work with colleagues towards the continued development of the school and curriculum
- A positive and flexible approach to working with others
- Open to a progressive not a dogmatic approach to Waldorf education
- An attentiveness to working with parents as partners in their children's education

- A strong sense of responsibility
- Punctuality and reliability
- Warm, patient, empathetic, tolerant, positive and joyful
- Be a role model worthy of imitation.

Skills:

- An ability to cope with pressure and to have a flexible and positive attitude towards the challenges that face a new school
- An ability to work independently and as a positive part of a team
- 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 communications 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.
- Ability to work independently and efficiently.
- Ability to work collaboratively.
- Ability to shoulder responsibility.
- Willingness to develop the ability to talk knowledgeably to parents about the education and the school.

New School, Canterbury is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment