

## **Job Description – Kindergarten Teacher**

- To be responsible for the organisation and running of the Kindergarten
- To be concerned with the overall welfare of the children in your care and respond to the needs of the individual as well as those of the group as a whole
- To give attention and care to the physical environment of the Kindergarten
- To support creative play, artistic and domestic activities and the preparation and celebration of festivals
- To prepare, implement and review the Kindergarten curriculum and attend to daily, weekly and long term planning
- To ensure effective and ongoing observation and assessment of activities and child development, in line with the EYFS requirements (i.e. written reports)
- To have a good understanding of policies and procedures and ensure adherence of Statutory obligations (e.g. Health & Safety)
- To be responsible for ordering and purchasing supplies within an agreed budget
- To work as part of a team of leaders, assistants, therapists, school doctor and other staff
- To work with SENCO and create and implement short term plans
- To attend Early Year's meetings as well as pre or post term workdays and other meetings essential to the work, and after first year of employment to attend college meeting once a week
- To work with other Kindergarten and EY staff and give support, advice and training where necessary
- To accept regular visits from appraisal advisors into the Kindergarten and mentors
- To work with the special needs assistant if required
- To carry out child studies
- To work with the school administrator and management staff on administrative tasks necessary to the day to day running of the school
- To liaise with parents/carers including having a weekly surgery time for individual family meetings, home visits and interviews
- To be responsible for parents evenings and other opportunities for communication and parent education
- To liaise with other agencies e.g. SSWF, Social Services, LEA, Ofsted, DfE
- To be committed to the development of the School
- To be committed to continuing professional development through conferences, study and INSET days
- To work closely with the Kindergarten assistant

## **Person Specification**

- Qualifications: minimum NVQ Level 3 or equivalent and prepared to carry on to Level 5, Steiner Early Years trained or prepared to undertake Steiner-Waldorf Early Years training
- Have a commitment to a deepening understanding of Anthroposophy and the principle of Steiner Waldorf Education
- Ability to apply the knowledge of child development, rhythm and repetition and example and imitation as a basis for the work in the Kindergarten and strive to become a role model worthy of imitation to the children in your care
- To be prepared to attend training courses in First Aid, SEN, Child protection etc. as deemed necessary to work with young children

- To have a working knowledge of Health & Safety regulations
- To have a working knowledge of EYFS
- Committed to safeguarding and promoting the welfare of children and young people.