



## Early Years Manager

### Job Description

Position:	Early Years Manager
Appointed by:	School Leadership Team
Line manager:	Education Manager
Contract:	Full-time, permanent
Hours:	Core hours 8.00am–4.00pm term-time (including 30 mins unpaid lunch break), with after school meetings running til 5pm twice a week (currently Tuesdays and Thursdays), plus occasional evenings for meetings and weekend days for festivals and other activities as required
Salary:	£25000-£27,000 pa
Location:	Cambridge Steiner School, Hinton Road, Fulbourn, CB21 5DZ
Closing date:	Until position is filled
Starting:	September 2020 or January 2021

### Main features of the position

We are looking for an experienced and inspirational individual to take on the responsibility of leading and coordinating our Steiner/Waldorf Early Years Department. The Department was judged good with outstanding elements at our last inspection. The central role of this position will be to ensure that values and standards are embedded and result in consistently high quality practice.

The position holder will work with the team of teachers, senior assistants, assistants and volunteers by chairing weekly team meetings, supporting the flow of information and the exchange of practice, and managing the organisation of time, space, staffing and resources. Early Years' experience is essential, and an understanding and commitment to Steiner Education and an ability to contribute to some of the delivery and planning of teaching is required.

The manager will also represent the Early Years department in the School Leadership Team (SLT). It is in the ethos of the school that management works in response to the needs of their departments whilst also critically evaluating those needs; and the position requires the ability to hold diverse interests within a shared vision, facilitating dialogue in any decision-making process.

## **Context**

The Early Years department consists of two mixed age kindergartens (3-6 year olds), each consists of up to 16 children, one kindergarten for 2-4 year olds (with 8-12 children) and a variety of parent and child groups. Our kindergartens have access to a bigger garden area and much time is spent outdoors, including one morning in a nearby woodland. The kindergartens are open from 8.30am-3.00pm, with an optional pick up at 1pm or an extended afternoon care till 5pm. There is a mandatory attendance of 4 days for all children from September on.

We are running a very successful Outdoor programme, and children from two kindergartens go regularly to a woodland all through the different seasons.

There is the intend to establish a play group and further develop the various parent and child groups.

The Early Years Manager will develop confidence, and increase skills, insight and courage when working with children, parents, colleagues and all those within our school community. They will recognise and build leadership in others and establish an understanding that realises the capabilities of all practitioners.

## **Leadership and Management**

- To support the Early Years (EY) colleagues in creating a stimulating learning environment based on Steiner/Waldorf Early Years educational principles and practice
- To guide staff in planning, teaching and evaluation of working practice to raise standards both formally and informally
- To ensure staff accountability and development, promoting reflective, creative, ethical and safe practice
- To work collaboratively with teachers, admissions officer, SENDCo, and other management role holders etc.
- To represent the EY at Community Events and Parent gatherings/meetings as needed
- To contribute to the vision and activities of the School, to implement key initiatives and to lead on specific areas of the School Improvement and Development Plan
- To input into pre-inspection documents as required, i.e. self-evaluation paperwork (SISSET), draw together the content for the Early Years Development Plan
- To oversee and manage inspections of the EY setting as the named Early Years Lead
- To have oversight in regard to placement of children across the department
- To manage budgets effectively to ensure that resources are at the required standard to support high quality practice
- To lead and chair weekly whole EY Staff and Teachers meetings, encourage topical work, child studies and sharing good practice
- To oversee the woodland programme and liaise with the Wildlife Trust or other providers

## **Safeguarding of Children**

- To take on the role as EY deputy for Safeguarding, undertake all necessary training, and help promote and safeguard the welfare of all children
- To ensure the school's child protection policies are known, understood and used appropriately
- To ensure that a high standard of care and excellent practice is maintained for all children and their families to guarantee their well-being

## **Quality of Teaching and Learning**

- To be responsible for coordinating the work of the Early Years Foundation Stage (EYFS), supporting and advising as appropriate
- To work with colleagues to formulate and continually review the aims and objectives of the Foundation Stage/Early Years and ensure policies are implemented
- To keep up to date with current issues in teaching and learning and in school improvement in the Foundation Stage/Early Years and to share this with staff
- To make sure teachers promote high standards of behaviour, self-discipline and caring attitudes of all children in their care and to implement policies and procedures, and specific support plans to foster positive behaviour
- To review working practice to ensure individual needs are being met and that standards relating to the EYFS requirements are achieved for each child
- To review short and long term planning to ensure progression in a range of learning experiences
- Promote continuity and consistency across the department by encouraging regular learning walks and sharing their outcomes
- To support the organisation of the festival calendar across all groups

## **5 -7 year old Curriculum**

- To ensure differentiation is provided in the kindergartens for the 5 and 6 year olds, e.g. activities and stories are challenging and match the needs of the older child (Sunbeams), strengthen and enhance their skills and abilities
- To support teachers in their planning of a specific 'Sunbeam programme' and provide evidence and examples of the 5-7 year old curriculum
- To liaise with class teachers of kindergartens and lower school to ensure a smooth transition into Class One, including a proper 'handover' of relevant information
- To ensure a smooth transition into other settings

## **Monitoring and Evaluation**

- To ensure that planning, assessment, target setting, recording and reporting systems are implemented in line with school policy
- To ensure that assessment processes are in place to systematically improve the quality of teaching
- To review methods of planning and assessment and monitor effectiveness of strategies used and implement changes as necessary
- To provide feedback to teachers and disseminate examples of excellent planning and teaching
- To organise and lead meetings with staff to ensure tracking and evidencing of the progression of pupils' learning ('Pupil progress checks')

## **Staff Welfare and Continuous Professional Development (CPD)**

- To maintain a positive and co-operative working relationship between staff, built on trust and respect, tackling conflicts in a constructive and assertive manner
- To visit all settings within the department at least once half termly and to give feedback and input to ensure continuity in teaching and learning
- To ensure staff are clear about their roles and responsibilities, and that their practice is consistent with our setting's values, policies, procedures and quality standards
- To enable all teachers to achieve expertise in planning and teaching by offering examples, support and by leading or providing high quality professional development opportunities
- Ensure that teacher and assistant performance is appraised and that these appraisals lead to the continuous professional development of teachers
- To update teachers of changes to school policy and give guidance on how procedures relate to daily working practice
- To organise advisory/assessor visits
- To be aware and supportive of the mental well-being of staff and encourage a healthy work-life balance
- To cover staff lunch breaks and time for admin as agreed

## **Communication and Community Links**

- To develop and maintain positive and effective professional relationships with colleagues, parents, the local community, management and Trustees
- To support teachers in their communication with parents, swiftly dealing with complaints and concerns
- To develop and support parent-and child groups and support the development of a play group

- To ensure effective communication between the SLT/Trustees and the Early Years team
- To foster links with the Local Authority and Steiner Waldorf Schools Fellowship
- To contribute to school publicity, a weekly newsletter and update Early Years relevant documentation (Handbook, Website)

### **Human Resource Management for Early Years**

- To be responsible for the full functionality of staff within the department, including volunteers, supply staff and internship/work placements
- To support recruitment by updating job descriptions, review applications and interview candidates
- To induct, support and monitor new staff and staff probation
- To be responsible for yearly staff appraisals or monitoring of delegated appraisals
- To monitor and take responsibility for any considerations arising from supervision and review

## Early Years Manager: Person Specification

Essential Criteria	Desired Criteria
<b>Knowledge</b>	
To have knowledge and experiential understanding of current theory and best practice in learning and teaching in relation to Steiner Waldorf educational principles at Early Years level	Provide an excellent role model for children and for staff, by delivering teaching practice that sets a standard for others to emulate
Knowledge of the Early Years Statutory Framework and Independent School Standards, and practice of meeting requirements through the delivery of a Steiner Waldorf curriculum	Practical experience of planning and teaching and providing evidence to meet the requirements of the EYFS
Understanding of equality issues and how they can be effectively addressed in schools	Trained or willing to be trained in equality, diversity and inclusion
Good knowledge and understanding of effective team leadership and management and how this must focus on raising standards and contribute to school improvement and development	
Full awareness of child protection (safeguarding) policy and procedures	Trained or willing to be trained as deputy for the designated safeguarding lead (DSL)
Knowledge of Special Educational Needs and Disability (SEND)	Trained or willing to be trained in Special Educational Needs and Disability (SEND)
<b>Qualifications and Skills</b>	
Steiner/Waldorf teaching qualification - Level 5 to 6 in Early Years	Additional Early Years or related qualification(s)
Excellent communication and mediating skills	
The ability to motivate and support others, to listen and offer counsel where needed	

Organisational skills and the ability to use time effectively and prioritise tasks	
Ability to develop capabilities of others by collaborating with and motivating colleagues	
Ability to create and maintain a positive team spirit, delegating, negotiating and challenging with sensitivity	
Ability to implement, lead and manage change	
Problem solving skills	
Ability to facilitate dialogue	
<b>Experience</b>	
Recent highly effective experience of teaching in a Steiner Waldorf setting in mixed age groups, including planning, delivery, working with other adults and taking responsibility for staff performance	
Successful experience of aspects of leading a team in the Early Years curriculum or other school wide initiatives	
Proven experience of meeting the needs of all children, including differentiated planning and implementation	
Experience of promoting positive behaviour and enabling children to develop and reach their highest potential	

Experience of promoting highly effective communication within and between teams	
<b>Attributes</b>	
Enthusiasm, determination and drive to inspire others to achieve high standards	

A love of working with children and people	
Willingness to develop spiritually and in practical skills	
Flexibility and positive outlook in their work	
A love for nature and outdoor activities	

**Essential Information**

Cambridge Steiner School is committed to safe guarding and welfare of all children. CSS is an equal opportunities and safe recruitment employer. All employees will be vetted for suitability to work with children and young people, and all appointments will be subject to the following:

- Satisfactory DBS check
- Satisfactory references
- Proof of eligibility to work in the UK
- Satisfactory observation in the Kindergarten

Application forms can be obtained from the school office at [reception@cambridge-steiner-school.co.uk](mailto:reception@cambridge-steiner-school.co.uk) or by calling 01223 882727. Completed applications should be returned to Beate Guertler-Green, Early Years Coordinator at [beate.guertler-green@cambridge-steiner-school.co.uk](mailto:beate.guertler-green@cambridge-steiner-school.co.uk)