



## Early Years Manager

*'Our aim is to provide a truly inspirational education where our children develop a love of learning and are prepared to go out into our ever-changing world as creative, resourceful and self-confident young people with the life skills to succeed.'*

Position:	Early Years Manager
Appointed by:	School Leadership Team
Line manager:	Education Manager
Contract:	Fixed-term for 1 year with scope for extension
Hours:	Part-time, term-time including INSET/work days, 27.5 hours/week. Plus 10 additional days outside of term time to be agreed with SLT (to include time in the first and last week in the summer break) and occasional evenings and weekends (community events, open mornings etc).  Hours: provisionally Monday 8am-12noon, Tuesday 8am-5pm (with 30 minutes unpaid lunch break), Wednesday 8am-12noon, Thursday 12-5pm, Friday 8-3pm (with 30 minutes unpaid lunch break).
Salary:	£15,864pa (FTE £27,000)
Location:	Cambridge Steiner School, Hinton Road, Fulbourn, CB21 5DZ
Closing date:	Until position is filled
Starting:	September 2021

### **About our school**

Cambridge Steiner School is a small non-selective, co-educational independent school and is part of the Steiner Waldorf Schools Fellowship, which provides guidance, regulation, training and development, and which is also part of the international Steiner Waldorf education movement. We provide a dynamic and progressive education for children from birth to sixteen years. Situated on a single site, located on the outskirts of Cambridge in the delightful village of Fulbourn, we welcome children from all over Cambridgeshire and beyond.

Our kindergartens provide a creative and nurturing learning environment, both indoors and in our spacious and beautiful garden. Our pioneering outdoor programme has developed over more than 10 years and forms a distinctive part of our provision, with walks through Fulbourn village and woodland days in the nearby nature reserve throughout the year.

Our staff work together closely and enthusiastically to provide a unique form of education based on the philosophy and educational insights of Rudolf Steiner. Children develop a love for learning, flexibility, resourcefulness, resilience and creativity that equips them very well for the challenges of our fast changing society.

## **Main features of the position**

We are looking for an experienced and inspirational individual to take on the responsibility of leading our Steiner Waldorf Early Years Department. You will be responsible for ensuring that values and standards are embedded and result in consistently high quality practice.

You will chair weekly team meetings, support the flow of information and the exchange of practice, and manage the organisation of staffing and resources. The role includes oversight of the school's Parent and Child/Baby groups, including the delivery of some sessions. Early Years' experience is essential, along with an understanding and commitment to Steiner Education and an ability therefore to contribute to some of the delivery and planning of teaching.

You will also represent the Early Years department at school management level. 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. You will therefore need to be able to hold diverse interests within a shared vision, facilitating dialogue in any decision-making process.

Our Early Years groups provide Steiner Waldorf education for children from birth to 6 years of age. We have parent and child/baby groups (birth to 3 years) and three kindergartens for children aged 2–6 years. Our kindergartens provide a wonderful and inspirational learning environment between 8.30am to 3.00pm, with late afternoon care running 3-5pm Tuesday to Thursday.

The Early Years teachers strive to build a bridge between home and school and to form a connection to each child's family. Children of this age learn through imitating the world around them. We aim to provide an example worthy of imitation and to nurture the child's imagination through providing opportunities for creative play, singing, poetry, stories and puppet plays. The seasonal festivals are an important part of every school year and are celebrated by all the kindergartens and classes throughout the school and most often are shared with family and friends. All of our kindergartens have outdoor time as being in nature and enjoying the outdoors and the seasons is an important aspect of our education.

## **Leadership and Management**

- to lead and guide the Early Years team, collaborate with all staff individually and as a group
- to organise regular Early Years all staff meetings and teachers meetings, chair weekly meetings
- to have the overview and responsibility in developing the department within the school business development and improvements plans
- to communicate between the School Leadership Team (SLT) and the EY team and write up relevant reports for trustees
- To regularly review SEND needs of the children with the SENDCo for EY
- To maintain oversight of and support with keeping all EY risk assessments up to date
- To consult staff on practice changes, collate data and update policies
- To promote continuity and consistency across the department by developing and encouraging standardised paperwork, using templates, styles and formatting

- To support the organisation of the festival calendar across all groups (overview)
- To oversee staff development, peer mentoring, learning walks, appraisal
- To support the development of our Parent and Child/Baby groups, including the delivery of some sessions. To oversee the opening of new groups and provide support for group leaders.

### **Ensure Compliance in the EY department**

- To be informed and disseminate government guidelines, including Covid updates, in regard to EY provision, Ofsted requirements and inspections
- To ensure compliance with EYFS and ISS requirements. This includes updating the SEF/SIP.
- To input into pre-inspection documents as required, i.e. self evaluation paperwork, to draw together the content for the Early Years Development Plan.
- To help monitor pupil attendance within EY department
- To support staff induction and maintain oversight of volunteers within department

### **Administrative support for the EY department**

- Support with administrative tasks relating to Early Years Funding
- To help develop the department's assessment framework and support with data input and collection

### **Safeguarding of Children**

- To promote and safeguard the welfare of all children in your care
- To collaborate with the EY deputy for Safeguarding, ensure the school's child protection policies are known, understood and implemented

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

- To maintain a positive and cooperative working relationship between staff, built on trust and respect for each other
- To inform teachers of changes to school policy and give guidance on how procedures relate to their daily working practice
- To organise advisory/assessor visits
- To cover for colleagues when required

### **Communication and Community Links**

- To develop and maintain positive and effective professional relationships with colleagues, local authorities and Steiner Waldorf Schools Fellowship

- To contribute to school publicity, a weekly newsletter and update Early Years relevant documentation (Handbook, Website)
- to coordinate and manage EY admissions and assignments of children; liaising closely with teachers and keeping an overview of the changes and current class lists
- to be the first port of call for visits and observations from outside the school i.e. work experience and volunteers

## 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, ideally at Early Years level	Practical experience of planning and teaching and providing evidence to meet the requirements of the EYFS
Knowledge of the Early Years Statutory Framework and practice of meeting requirements through the delivery of a Steiner Waldorf curriculum	
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 designated safeguarding person
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 4 or higher, preferably Early Years	Additional Early Years or related qualification(s)
Excellent communication 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 where necessary, 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 including planning, delivery, working with additional 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 communications 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 self and skills	
Flexibility and positivity in attitude to work	

## Essential Information

Cambridge Steiner School is an Equal Opportunities and Safe Recruitment employer. We do not discriminate on the grounds of race, age, disability, sex, marital status, sexuality, ethnicity, religion or any other grounds upon which discrimination can occur as defined in law.

Cambridge Steiner School is committed to Safeguarding and welfare of all children. 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

Application forms can be downloaded from the school website or obtained from the school office at [reception@cambridge-steiner-school.co.uk](mailto:reception@cambridge-steiner-school.co.uk). Completed applications should be returned to Sarah Fox, Education Manager at [admin@cambridge-steiner-school.co.uk](mailto:admin@cambridge-steiner-school.co.uk)