

## Late Afternoon Care Leader

*'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:	Late Afternoon Care Leader
Appointed by:	School Leadership Team
Line manager:	Early Years Manager
Contract:	Fixed-term for 1 year with scope for extension
Hours:	Part-time, term-time, 17.5 hours/week: Core hours Tuesdays, Wednesdays, Thursdays 12.00-5.00pm plus time for practical preparation, planning and meetings (monthly meetings on a Friday with the Kindergarten teachers) with occasional evenings for meetings and weekend days for festivals and other activities as required
Salary:	£10,811 pa (FTE £23,167pa)
Location:	Cambridge Steiner School, Hinton Road, Fulbourn, CB21 5DZ
Closing date:	Until position is filled
Starting	September 2021

**Our school is committed to safeguarding and promoting the welfare of children and young people and expects all staff to share this commitment**

### 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 aged 2 to 14 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 enthusiastic teacher to lead our Early Years Late Afternoon Care (LAC), which provides for children from our kindergartens (age 2-6). The LAC leader will work closely with the teachers of all relevant classes and the Late Afternoon assistant, hence providing continuity and a smooth transition for all children joining this programme. The Late Afternoon sessions run from 3-5pm Tuesday to Thursday in one of our kindergarten rooms, with access to the garden. Between 12-3pm the Afternoon lead will support the Kindergarten teachers by leading afternoon activities in the garden and forging strong relationships with children from the different kindergartens.

The first and foremost responsibility of the LAC leader is to ensure the welfare and safeguarding of all children in the Late Afternoon care. They are expected to care for and respond to their individual needs according to the principles of Steiner Waldorf Early Childhood education and care.

## **Job Description**

### **1. Professional knowledge and adherence to curriculum, policies and procedures**

- to keep up to date with current policies, regulations and procedures which underpin our education (Early Years Foundation Stage curriculum, safeguarding, health and safety, risk assessments, and behaviour management), and to apply these in their daily practice
- to apply and develop their understanding of child development within the Steiner pedagogy, follow its embedded curriculum, and work within the basic principles of imitation, rhythm and repetition
- to strive for continuous professional development, through regular self-evaluation, training, participation in conferences, sharing of good practice, to meet the ever changing needs of the children

### **2. Responsibilities for children's welfare, development and progress**

- to lead the Late Afternoon Care provision
- to create a harmonious environment in the kindergarten where the children feel safe and happy
- to encourage learning through free creative play and by providing purposeful activities children can imitate
- to create long- and short-term plans based on the curriculum, including activities tailored to the ages and to the children's physical, emotional and spiritual needs, liaising with class teachers where appropriate
- to encourage personal, social and moral development of every child in your care
- to review on a regular basis the effectiveness of the provision (stories, songs, activities) in supporting the health of the children

- to create a family-like structure to care for the different needs of 2-6 year olds, to encourage a culture of mutual care and support
- to support the outdoor curriculum and be sensitive to the needs of the children
- to recognise and deal with challenging behaviour, review the possible underlying causes, and implement remedial measures (such as environmental factors, creative discipline, individual child plans, child studies) and feed back to the class teachers
- to liaise with other support staff (admission, SEND-co, Safeguarding Designated Person), and other agencies if required

### **3. Responsibilities for team and wider community**

- to develop professional relationships within the Late Afternoon care team, the Early Years department, Lower School, administration staff, trustees and the school as a whole
- to show leadership within your group. This includes supporting well-being and professional development of the Late Afternoon Assistant, carrying out reviews and annual appraisals, organising regular meetings.
- to share responsibility for the professional development across the EY department. This includes sharing planning, promoting good practice and consistency, meeting teachers regularly
- to mentor trainee staff
- to take on extra tasks allocated by the EY Manager to support the department, e.g. in specific mandate groups
- to support the CSS ethos, vision and development plan, and actively contribute to the objectives and outcomes of Cambridge Steiner School. Attend whole school and community meetings and festivals

### **4. Responsibilities in supporting parents**

- work closely together with parents and families of the children in their care in the interest of supporting the harmonious development of the children
- to develop good working relationships with parents through efficient communication about the child's needs, development and progress
- to actively promote parents' understanding of their child's development, and of Steiner education, through support of teachers' consultations, parents' evenings, workshops, displays, information and a parents' handbook
- listen to parents concerns and resolve issues as soon as possible

### **5. Administrative responsibilities**

- to carry out long term and short term differentiated planning and reviews

- to assess each child's development and progress based on the EYFS/SWFS Framework and use such data to support planning
- to contribute to Baseline Assessments for any new children in the class
- to carry out the administrative work essential to the day to day running of the group, including attendance records
- to carry out daily and yearly risk assessments
- to record incidences, accidents and log any safeguarding issues
- to keep records of any parent meetings

## Person Specification

### Essential Criteria

Experience	E1	At least 3 years experience of working with young children in an educational setting
Qualifications & Training	Q1	CACHE Level 3 Award in Childcare and Education or QTS
	Q2	Paediatric First Aid
	Q3	Food Hygiene Level 2
Skills, Knowledge & Abilities	S1	Proven track-record of good early years teaching skills and qualities
	S2	Knowledge of the Steiner ethos and pedagogy
	S3	Willingness to support the outdoor curriculum
	S4	Team worker
	S5	Ability to relate well to parents and carers
	S6	Ability to hold a group of children
	S7	Understanding of EYFS
Personal Attributes	PA1	A calm, positive and authoritative manner, able to engage children with warmth, patience, empathy and joy
	PA2	Excellent interpersonal skills to support families and staff
	PA3	Confidence in dealing with challenging behaviour
	PA4	Excellent oral and written communication skills,
	PA5	Open-mindedness, adaptability, flexibility to develop teaching practice
	PA6	Good administrative skills

	PA7	A good sense of humour
Personal Circumstances	PC1	Able to take up the appointment as required
	PC2	Evidence of suitability to work with children
	PC3	Evidence of legal right to work in the UK

## Desirable Criteria

Experience	E1D	Previous experience as a Steiner kindergarten teacher
	E2D	Experience with children with SEND
	E3D	Experience with children with EAL
Qualifications & Training	Q1D	Steiner-Waldorf Early Years Teacher Training, Level 4 or above
Skills Knowledge & Abilities	S1D	ICT literate
	S2D	Willingness to participate in the development of Steiner education and the development of CSS
	S3D	Musical and artistic abilities
Personal Attributes	PA1	Willingness to get involved in additional community activities

## 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)