



Kindergarten Supply Teacher – Vacancy

Position:	Kindergarten Supply Teacher
Appointed by:	School Leadership Team
Reporting to:	Early Years Coordinator
Hours:	Between 8.00am and 4.00pm, Monday to Friday, term-time only. The role might include additional hours allocated for meetings and tasks and training associated with the role
Location:	Cambridge Steiner School, Hinton Road, Fulbourn, CB21 5DZ
Salary:	£12.53 per hour

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

Cambridge Steiner School is looking for an enthusiastic individual who would be able to step into the role of a Supply Kindergarten Teacher. This role requires Level 3 qualification in Early Years child care and experience of working with children. The person for this role should have a proven ability to relate to and inspire children, and the capacity to communicate and cooperate well with colleagues and parents. The person should have a good understanding of Steiner Waldorf Early Years pedagogy and its underlying principles. This post will be based at our School premises in Fulbourn. It may include supply for our Woodland programme in the nearby Nature Reserve.

Main features of the position

We are looking for an exceptional and inspirational Teacher to join our well-established Early Years department as a Supply Teacher. We have one kindergarten for 2-4 year olds and two kindergartens for 3-6 year olds. In the supply role you will lead a group and work closely with other members of the team, hence providing consistency across the department. Depending on your experience and qualification you may also be leading our woodland sessions.

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

Depending on the length of the supply period, possible job responsibilities could include.

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 one kindergarten group
- 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
- to encourage personal, social and moral development of every child in your care
- to review on a regular basis the effectiveness of the curriculum (ring time, stories, activities) in supporting the learning progress of the children
- to ensure a high quality of learning for the 5 and 6 year olds, and to ensure they are well prepared for the next phase of their learning journey
- to support the outdoor curriculum (garden space, village walks, woodland days)
- 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)
- 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 Kindergarten team, the Early Years department, Lower School, administration staff, trustees and the school as a whole
- to show leadership within your kindergarten group, and act as line manager to the support staff in your group. This includes supporting their well-being and professional development, carrying out termly reviews and annual appraisals, organising regular team meetings.

- to share responsibility for the professional development across the EY department. This includes sharing planning, promoting good practice and consistency, attending department meetings, performing peer appraisals
- to mentor trainee staff
- to take on extra tasks allocated by the EY Coordinator to support the department
- to support the CSS ethos, vision and development plan, and actively contribute to the objectives and outcomes of Cambridge Steiner School. Attend Faculty meetings and whole school and community meetings and festivals

4. Responsibilities in supporting parents

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

5. Administrative responsibilities

- 1) to carry out long term and short term differentiated planning and reviews
- 2) to assess each child's development and progress based on the EYFS/SWFS Framework and use such data to support planning
- 3) to undertake Baseline Assessments for any new children in the class
- 4) to carry out the administrative work essential to the day to day running of the kindergarten, including attendance records
- 5) to carry out daily and yearly risk assessments
- 6) to record incidences, accidents and log any safeguarding issues
- 7) to keep records about any parent meetings
- 8) to provide reports for parents and class one teachers
- 9) to provide assessments and reports for children leaving to go to other schools

Person Specification

Essential Criteria

Experience	E1	At least 3 years experience of working with young children in an educational setting
Qualifications & Training	Q1	Steiner-Waldorf Early Years Teacher Training, level 4 Or relevant Early Years qualification
Skills, Knowledge & Abilities	S1 S2 S3 S4 S5 S6	Proven track-record of good kindergarten teaching skills and qualities Knowledge of the Steiner ethos and pedagogy Team worker Ability to relate well to parents and carers Ability to hold a group of children Understand EYFS
Personal Attributes	PA1 PA2 PA3 PA4 PA5 PA6 PA7 PA8 PA9	A calm, positive and authoritative manner, able to engage children with warmth, patience, empathy and joy A caring and supportive approach to children and their families Confidence in dealing with challenging behaviour Excellent communication skills, oral and written Flexible, willing to learn and develop teaching practice Organised and efficient with good administrative skills Open-minded, adaptable, flexible Good health ^[1] _{SEP} A good sense of humour
Personal Circumstances	PC PC2 PC3	Able to take up the appointment as required Evidence of suitability to work with children 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 5
Skills Knowledge & Abilities	S1D	ICT literate
	S2D	Willingness to participate in the development of Steiner education and the development of CSS
	S3D	Willingness to support the outdoor curriculum
	S4D	Musical and artistic abilities

Essential Information

Cambridge Steiner School is committed to safeguarding 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 CRB check

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

This job description is not an exhaustive list of duties and the post holder will be required to undertake any other reasonable duties discussed and directed by the Line Manager

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