



## Kindergarten Supply Assistant – Vacancy

<b>Position:</b>	Supply Kindergarten Assistant
<b>Appointed by:</b>	School Leadership Team
<b>Reporting to:</b>	Early Years Coordinator
<b>Hours:</b>	Between 8.00am and 4.00pm, Monday to Friday, term-time only. Might include additional hours allocated for meetings and tasks and training associated with the role
<b>Location:</b>	Cambridge Steiner School, Hinton Road, Fulbourn, CB21 5DZ
<b>Salary:</b>	£8.52 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 Assistant with experience in working with children and preferably with an Early Years qualification. 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

The main feature of the Kindergarten Supply Assistant is to support the Teacher(s) in their work caring for the children, to help create a warm supportive atmosphere and to assist in the care of the Kindergarten environment.

Possible job responsibilities could include, depending on the length of the supply period:

## **Job Responsibilities**

- 1) To support the kindergarten teacher in his/her work, including acting as Key Worker, completing observations and contributing to completion of the EYFS paperwork/reporting.
- 2) To help prepare the kindergarten room and maintain the kindergarten environment.
- 3) To maintain the daily rhythm of the kindergarten.
- 4) To be aware of and attend to the needs of the children.
- 5) To be alert to, and attend to, situations needing attention and to respond appropriately.
- 6) To help with the daily preparation of materials and activities, snacks and lunches.
- 7) To work with the children on craft and domestic activities, support the listening skills in story-time, and be actively engaged with the content of ring-time, learning the songs and gestures.
- 8) To develop the skills needed for story-telling, puppetry, finger rhymes, songs and poems.
- 9) To supervise the children in the garden, on walks or in the woodland.
- 10) To take care of children needing comfort and first aid.
- 11) To clean, mend and make equipment, and to help maintain areas used by the kindergarten, which include the main rooms, cloakroom, toilets, kitchen and garden.
- 12) To liaise with the parents / carers as required, and to keep information confidential.
- 13) To attend kindergarten and department meetings, parents' meetings and festivals.  
Some evenings and weekend days included.
- 14) To perform such other duties as the teachers and management may from time to time reasonably require.
- 15) To uphold Kindergarten and School policies, Early Years Foundation Stage curriculum guidelines and Early Years policies / standards, and Steiner/Waldorf standards and guidelines.
- 16) To be prepared to attend training courses as necessary for work.
- 17) To work within the principles of Steiner Waldorf education.

*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*

## Person Specification

### Essential Criteria

- Experience of working with children, preferably within an Early Years environment
- Awareness of Steiner/Waldorf teaching practices and principles, particularly for the Early Years
- Knowledge and understanding of the Early Years Statutory Framework
- Ability to relate to and inspire children
- Personal warmth, patience, tolerance, empathy, understanding and positivity
- Exceptional self-motivation and sense of responsibility
- Ability to work both as part of a team and independently, co-operating and working with staff, trustees and parents
- Excellent communication skills, both orally and in writing
- Willing to learn and to develop the appropriate skills for storytelling, puppetry, finger rhymes, songs and poems for Kindergarten
- Confidence with basic food preparation e.g. bread dough, soup. (Guidance available)
- Working knowledge of basic hygiene in kitchen and bathroom areas
- Capacity to be a role model worthy of imitation by the children in your care

### Preferred Criteria

- Level 2 or 3 Early Years childcare qualification
- Experience of working within a Steiner/Waldorf Early Years environment
- An approved Steiner/Waldorf Qualification or equivalent relevant experience
- A valid First Aid certificate
- A valid food hygiene certificate, level 1 or 2
- Experience of working with children with Special Educational Needs
- Skills and/or interest in simple craft, artistic and gardening activities
- Basic IT skills

## Personal Attributes

- A **role model** worthy of imitation by the children in the group, (imitation is a fundamental process in developing behaviour and activity during the first 7 years of life)
  - **Warmth** in social interaction; offering the children the possibility to be themselves in the relationship, e.g. allowing children to try things for themselves while being present if help is required, without comment or judgement
  - **Patience** - e.g. allowing the children's participation in activity to unfold in its natural time
  - **Tolerance and perseverance** - e.g. awareness of the need for repetition in development of skills
  - **Empathy** - to strive to understand the position of the other
  - **Positivity** - to seek a positive view of situations
  - **Reverence** - for the surroundings and each individual within it
  - **Creativity** - to enjoy stories, singing, crafts and art
  - **Willingness to learn** - to participate in Personal and Professional Development and to continuously develop skills and knowledge in areas which contribute to the job role.
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## Essential Information

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