

## Job Description

### Early Years Teacher



<p>Tenure</p>	<p>Apple Tree: Full Time Permanent</p> <p>Silverbirth: Full or Part Time (2 days permanent, 3 days cover for long term sick)</p> <p>Oak Tree: Part Time Cover (2 days) until end July 2017</p> <p>Your usual hours of work will be between 8.30am and 5.00pm daily.</p>
<p>Salary</p>	<p>York Steiner School operates a nine point salary scale. The starting rate will be determined by qualifications and experience. The current rates are £17,896 - £20,300 pro-rata (under review)</p>
<p>Holidays</p>	<p>28 days (inclusive of bank holidays ) pro rata in the first year rising to 33 days after 3 years</p>
<p>Education and qualifications</p>	<p><u>Essential</u></p> <p>Experience of working in an Early Years setting</p> <p>A level 3 qualification (minimum) as recognised under the EYFS</p> <p>A good general standard of education</p> <p><u>Desirable</u></p> <p>Steiner Waldorf kindergarten training preferred but not essential.</p> <p>Candidate must be open to cpd and willing to develop their skills and knowledge in this area</p>
<p>Person Specification: Attributes/skills required</p>	<p>The Kindergarten teacher will be</p> <ul style="list-style-type: none"> <li>• Reliable, honest, have a good history of attendance, understand the importance of and respect the need for, confidentiality.</li> <li>• able to provide evidence of their competency to work with young children</li> <li>• interested in Anthroposophy</li> <li>• organised and responsible.</li> <li>• able to work both as part of a close knit team and on their own initiative</li> <li>• self motivated</li> <li>• imaginative and creative</li> <li>• flexible and have a positive attitude to work</li> <li>• a good communicator, with children, parents and colleagues</li> <li>• able to cope with pressure.</li> </ul>

Duties and responsibilities	<p>The Kindergarten teacher should take responsibility for</p> <ul style="list-style-type: none"> <li>• Providing a well-balanced programme of activities for the children according to the Steiner Waldorf curriculum and the Early Years Foundation Stage.</li> <li>• The care, health and safety of the children during their time at school</li> <li>• Keeping written records of children's progress including planning, observing, reviewing in keeping with current practice in the department.</li> <li>• Liaising with the SENCO regarding any child with SEN</li> <li>• Liaising with parents, including interviews, home visits and parents evenings</li> <li>• Building a good relationship with the assistant so that their role in the classroom is effective and supportive.</li> <li>• Liaising with colleagues in the Early Years Department, including attending the weekly meeting from 2– 4pm on Thursdays and other meetings where necessary</li> <li>• Working with colleagues in the whole school, including the office and ensuring that he/she is informed of relevant issues, preferably by attending the weekly staff meeting.</li> <li>• Interviewing new families</li> <li>• Overseeing the decoration and maintenance of the Kindergarten and the equipment therein.</li> <li>• Monitoring and keeping to agreed budgets</li> <li>• Attending training where it is relevant.</li> <li>• Willing to work with a mentor and provide mentoring to colleagues including parent and child group leaders when required.</li> <li>• Taking part in the appraisal of his/her own work performance and must be prepared to assist in the appraisal of colleagues</li> <li>• Covering for absent colleagues when required</li> <li>• Any other duties as and when required</li> </ul> <p><b>York Steiner School is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment.</b></p> <p><b>Applicants must be willing to undergo child protection screening appropriate to the post, including checks with past employers and passing an enhanced DBS check.</b></p>
Management and supervision	<p>The Kindergarten Teacher is responsible to the Early Years Mandate and through them to the School Management Group and the Board of Trustees.</p>

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Applicants must be willing to undergo child protection screening appropriate to the post, including checks with past employers and passing an enhanced Criminal Records Bureau check.

York Steiner School is an equal opportunities employer and is committed to ensuring that every job applicant or employee receives equal treatment irrespective of sex, marital status, age, race, nationality, disability, sexuality or religious belief