

Job Description

Parent and Child Group Leader (Cover)



Tenure	This is an hourly paid part time post. Each session will be 2 paid hours
Salary	Salary point D for hourly paid staff (£17.39 for 2017/18)
Holidays	28 days incl. bank holidays (increasing to 33 days after 3 years) pro-rata to be taken during the school holidays
Education and qualifications	<p>The post holder will have a good education to a minimum standard with English language to GCSE or equivalent being essential. You should have a thorough knowledge of the general principles of Steiner Waldorf Education throughout the school. You should have a more detailed knowledge of the principles of Steiner Waldorf education for the Early Years.</p> <p>Experience of working with young children and families from different backgrounds is desirable. An interest and joy in working with young children and their parents is essential.</p> <p>Depending on your qualifications, knowledge and understanding, you may be required to attend further training.</p>
Aims and Objectives	<p>To work within the broader York Steiner School pedagogic environment and when appropriate collaborate with and support colleagues throughout the school. The Parent & Child Leader should work to create a friendly supportive environment for their groups, within which the children and parents are encouraged to explore imaginative play, develop mutually beneficial social relationships beyond their family and explore Steiner Waldorf inspired approaches to parenting to the enrichment of all involved.</p> <p>Generally, to maintain a gateway to the school, working to bring families into the school community and commit to Steiner Waldorf education.</p>
Duties and responsibilities	<p>The Parent & Child Leader should take responsibility for</p> <ul style="list-style-type: none">• Managing the furnishing, decoration and upkeep of the Parent & Child room• Providing a well-balanced programme of activities for the children and adults.• Providing families with relevant information about the school, including events, talks, festivals etc.• Liaising with other Parent & Child Leaders regarding anything relevant, but especially room furnishings, upkeep, decoration, festivals, budget, development.• Liaising with the SENCO regarding any child with SEN.• Keeping a register of attendance, and notifying the School

	<p>Office of newcomers and departures.</p> <ul style="list-style-type: none"> • Liaising with the school administrative staff to ensure the efficient maintenance of the Parent & Child group e.g. monitoring potential interest in Kindergarten to aid forward planning. • Attending Early Years Department meetings on a regular basis • Maintaining and administering a small library of books and other materials appropriate to a Steiner Waldorf Parent & Child group. • Contributing to the co-ordination of volunteers during the annual work-week. • Cleaning and tidying the Parent & Child room after every session and co-ordinating with other room users to ensure that the bins are emptied weekly. • Liaising with colleagues in the Early Years Department regarding the administration, management and development of parent and child groups. • Following the School's health and safety policy and child protection policy.
Induction	The HR Group and the Early Years Department take responsibility for providing induction.
Management	The Teacher is responsible through the Early Years Mandate to the School Management Group (SMG) and the Board of Trustees