

Job Description
Kindergarten Assistant
COVER



Tenure	This is an hourly paid part time post. Hours of work will be 8.45am – 12.45pm each day or Monday & Wednesday afternoon to cover afternoon care. Work will be as and when needed
Salary	Salary point B for hourly paid staff - £7.50 ph (2017/18) (under review)
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	Ideally the successful candidate will have knowledge and experience (possibly as a parent) of early year's education in a Steiner Waldorf school. An interest and joy in working with young children is essential. Depending on your qualifications and knowledge of Steiner Waldorf education and the Foundation Stage Curriculum, you may be required to attend further training.
Duties and responsibilities	<p>You will be expected to work under the guidance of the Kindergarten Teacher / Afternoon Care Leader who will direct you regarding your work in the classroom. This work will include:</p> <ol style="list-style-type: none"> 1) Practical assistance e.g. <ul style="list-style-type: none"> • Setting up and clearing away activities • Preparing the daily snack • Preparing future activities • Taking children to the toilet • Cleaning and tidying the classroom and kitchen 2) Working with the children as directed by the teacher e.g. <ul style="list-style-type: none"> • Helping individual or small groups of children with activities • Facilitating creative play • Helping children manage their behaviour. • Overseeing outside play. 3) Contributing towards record-keeping by making daily written observations of the children 4) Meeting with the teachers outside your working hours will occasionally be necessary 5) You are welcome to attend the weekly Early Years Department Staff meeting. <p>Any other duties as may be required from time to time</p>
Induction	The Early Years Department and the HR Mandate Group take responsibility for providing induction, mentoring and appraisal.
Management	<p>On a day to day basis the Kindergarten Assistant will be managed by the Kindergarten Teacher / Afternoon Care Leader.</p> <p>Any matter that cannot be resolved at this level will be discussed by the Early Years Department. The Early Years Department reports through the School Management Group to the Board of Trustees.</p>

York Steiner School is committed to safeguarding and promoting the welfare of children and young people. Applicants must be willing to undergo child protection screening appropriate to the post. 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