



Willow Tree Kindergart

JOB DESCRIPTION: PARENT AND CHILD LEADER

This post is ideal for someone who already holds an Early Years qualification and who is trained as a Steiner Waldorf Early Years teacher and with experience of teaching in a Steiner kindergarten. It is an excellent opportunity to deepen ones knowledge and experience of the practical application of Steiner Waldorf Early Years education. You will be supported by the office manager and Trustees comprised of parents and ex teachers. Enhanced DBS clearance will be required for this post.

The leader must be able to effectively and sensitively manage the sessions, welcoming families, supporting parents to assist their children in playing appropriately with the toys and materials available. He/she must structure the session rhythmically in line with Steiner principles including providing suitable craft activities, building a seasonal nature table, a circle time of seasonal songs and rhymes, a gently held snack time, a short puppet play etc.

Many duties are domestic and routine, for instance setting up the room in an ordered and beautiful way and keeping it clean and tidy, preparing snacks, sweeping the floor, washing up, packing away at the end of the session, taking home the laundry to wash etc.

The leader must demonstrate an understanding of the importance of being a suitable role model for the children and their parents or carers in attitude, behaviour and appearance.

Attendance at the occasional weekend or evening festival or fair is expected. He/she should hold up to date first aid and food hygiene certificates. He/she may also be required to attend relevant local or national trainings or conferences.

The leader is expected to become familiar with and adhere to Willow Tree kindergarten policies and procedures.

S/he should:

Be prepared to manage the waiting list alongside the office manager and be aware and adhere to legislation regarding safeguarding and confidentiality.

Advertise the groups, using social media and engaging with the local community to promote the groups so that they are full and financially sustainable.

Provide the office manager with a record of attendance of families so they can be invoiced.

Order food, art and craft materials etc as required within the budget allowed.

Work cooperatively with and support the kindergarten teachers and encourage parents to apply to send their children to the kindergartens.

Attend relevant Waldorf UK online network meetings to share good practise and learn new skills.

Be willing to work with other settings, schools, early years groups and local authorities to provide support for children and their families.

To complete a Transfer Document/report to highlight strengths and areas that need support for the Kindergarten Teacher.

QUALITIES AND SKILLS REQUIRED FOR THIS POST

- A deep interest in Steiner Early Years Education.
- Warmth, friendliness, a caring nature.
- Genuine enthusiasm for and understanding of young children.
- Good command of the English language.
- Good communication skills.
- Discretion and professionalism at all times.