



## Job description - Early Years assistant

### Context:

Steiner Academy Exeter is at the cutting edge of delivering the Steiner Waldorf curriculum in the state-funded sector. We opened in 2013 and will reach our full capacity of 624 children from 4-16 years by 2021. In the 2018-19 academic year, we will have over 480 children, spread across five kindergartens and classes 1-10.

We are now recruiting an **assistant** to join our Early Years team immediately. The successful candidate will have proven experience working in an early years setting, an ability to cook and an interest in developing skills in the Steiner Waldorf Early Years curriculum.

This is a permanent post, to start as soon as possible.

**Responsible to:** Early Years Lead

**Job purpose:** To assist the kindergarten teacher in one of our kindergartens in all aspects of the daily routine, creating a warm and welcoming environment for a class of mixed-age children drawn from Reception and Year 1.

### Key working relationships -

**Line manager -** Early Years Lead

**Supervisor -** Kindergarten teacher

### Other key working relationships

- Learning support assistants
- Afternoon care staff

### Main responsibilities of the post

#### Teaching and learning

1. To assist the kindergarten teacher in all aspects of the daily routine in kindergarten, including food preparation and serving and domestic tasks;
2. Under the guidance and supervision of the kindergarten teacher, to support the welfare of the children in your care;
3. To assist the kindergarten teacher in providing a balanced Early Years curriculum according to the principles of Steiner Waldorf education;
4. To assist in the provision of afternoon care.

#### Recording and assessment

1. To contribute to the observation and assessment of children.

#### Pupil welfare and environment

1. To help in the creation and maintenance of a suitable kindergarten environment. The assistant is responsible for a significant amount of housekeeping duties, such as the ordering, preparation and serving of food, clearing away and tidying and cleaning the kindergarten;
2. To cook simple lunch dishes from recipes, using raw ingredients;
3. An ability to follow health and hygiene codes and carry out cleaning schedules, including deep cleans and every day cleanliness.

#### Standards and quality assurance

1. To work within the teaching group to help the smooth day-to-day running of the early years department and the wider school;
2. Support the aims and ethos of the school;
3. To maintain confidentiality at all times;
4. Set a good example in terms of dress, punctuality and attendance;

5. Attend and participate in open events;
6. To undertake appropriate preparation, study and training as necessary both for the effective discharge of this role and also to advance the school's ethos, principles and objectives;
7. Attend team and staff meetings;
8. To be aware of the school's policies and procedures and to fully compliant in their implementation.

The above list is not exclusive or exhaustive and the post holder will be required to undertake such duties as may reasonably be expected within the scope of the post. All members of staff are required to be professional, co-operative and flexible and undergo reasonable and directed professional development. This may require out of 'normal hours' and personal study which may be unpaid.

#### **Person specification - Essential to this post**

##### **Qualifications, training and experience:-**

- Educated to a good standard;
- Proven work experience in an Early Years setting;

##### **Knowledge and understanding**

- An understanding of the Steiner Waldorf approach to Early Years education and a willingness to undertake training.

##### **Professional qualities**

- Flexible approach to work and ability to work under pressure;
- A good level of physical fitness as this is a demanding job;
- Excellent ability to work in a team and under the direction of experienced staff;
- Excellent verbal and written communication skills;
- Ability to maintain confidentiality;
- An adaptable approach to working in a growing and challenging school environment;
- Awareness of the challenges and opportunities that attach to working in a Steiner school within the maintained sector;
- A commitment to bringing Steiner education to children who would not otherwise have access to this form of education.

##### **Person specification - Desirable:-**

- Current Early Years First Aid Certificate;
- Practical or craft skills;
- Approved child protection training;
- Level 2 in Food Safety, formerly known as the basic food and hygiene certificate.
  
- The intention to become a kindergarten teacher.

#### **Remuneration**

##### **Remuneration**

Salary: £13,574.35 for a 37.5 hour week, based on 38 weeks (term-time only).

##### **Essential application information**

Steiner Academy Exeter is committed to safeguarding children and young people and expects all staff and volunteers to share this commitment. Candidates must be suitable to work with children and will be expected to undertake an advanced DBS disclosure.

Candidates must have the right to work in the United Kingdom. Candidates from abroad will be asked to provide criminal records clearance from countries of residence, as well as evidence of eligibility to work in the United Kingdom.

Applications for the post must be made on the standard application form, which can be found on our website at [www.steineracademyexeter.org.uk/information/recruitment](http://www.steineracademyexeter.org.uk/information/recruitment) . This is an online form, optimised to all commonly used PC/laptop operating systems.

**Closing date for receipt of completed applications 12noon Monday 5<sup>th</sup> November 2018**

**Interviews are likely to be in the week commencing 12<sup>th</sup> November**

Please be aware that the SAE is not able to guarantee a school place for the children of staff. Whilst every effort will be made to ensure that staff who wish to enrol their children in SAE will be able to do so, the school's admissions arrangements and its statutory commitments to inclusion mean that no commitment can be made or certainty offered.

Aegir Morgan, acting Principal September 2018