



Job Description: Early Years teacher

Context

Steiner Academy Exeter is a state funded school which opened in September 2013 and moved into our permanent, purpose built home in September 2015. We are adding year groups at reception (kindergarten) and year 7 (class 6) every year until we reach our full capacity of 624 children from 4-16 years in 2021. We will start the 2018-19 academic year with approximately 480 pupils.

Our Early Years department consists of five kindergartens, as well as parent and child groups for under fours. We are now recruiting for **kindergarten teachers** to join the team in September 2018. Although our preference is to appoint full time staff, there may be an opportunity for co-teaching or a job share. The successful candidates will join our strong Early Years team as we continue to grow and embrace the opportunities of delivering Steiner education within the maintained education sector.

Responsible to: Early Years Lead

Job purpose: The primary focus of these posts is to carry a class of mixed-age children drawn from Reception and Year 1, working with the Steiner Waldorf Early Years curriculum. Each group has a teaching assistant whom the postholder will be expected to direct and supervise.

Key working relationships - Liaison and advisory

- Principal and department leads;
- Early years team;
- SEND team;
- Safeguarding officers;
- Finance, resources and admin staff;
- Parents and families;
- External agencies and support professionals.

Key working relationships - supervisory

- Early years assistants;
- Learning support assistants.

Main responsibilities of the post

Teaching and learning

1. To deliver the Steiner Waldorf Early Years curriculum to a kindergarten group of mixed age children (years R and 1);
2. To work with the SEND team to identify and adopt the most effective teaching approaches for pupils with SEND;
3. To maintain the classroom environment and create a positive learning environment for the pupils;
4. To participate in the induction process for new pupils.

Recording and assessment

1. Ensure that the Early Years Foundation Stage assessments are completed appropriately to the Steiner Waldorf curriculum;
2. To record children's development according to the Steiner Waldorf early Years curriculum;
3. To report on pupil progress and development to the Senior management team;
4. To report to external Early Years advisers, including the Steiner Waldorf Schools Fellowship and Babcock LDP/local authority agents.

Leadership and Management

1. To manage the assistants in the kindergarten, providing clear direction and regular, appropriate feedback;

2. To contribute to the management of the early years department through attendance at teachers' meetings and engagement with the school's policies and procedures;
3. To participate in the induction of new staff into the kindergarten;
4. To be the key point of contact in the kindergarten for parents to discuss their child's education;
5. To arrange regular (termly) parent meetings to report on children's progress;

Standards and quality assurance

1. To work within the teaching group to help the smooth day-to-day running of the early years department;
2. To work within the teaching group to contribute to the day-to-day running of the whole school;
3. Support the aims and ethos of the school;
4. To maintain confidentiality at all times;
5. Set a good example in terms of dress, punctuality and attendance;
6. Attend and participate in open events and student performances;
7. 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;
8. Attend team and staff meetings;
9. 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:-

- A Steiner Waldorf Early Years teaching qualification;
- Educated to a good standard;
- Proven experience as a kindergarten teacher in a Steiner Waldorf setting;
- Experience of working with children from a wide variety of backgrounds, including children with special educational needs.

Knowledge and understanding

- An understanding of the Early Years Foundation Stage and its application in a Steiner Waldorf setting;
- An 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.

Professional qualities

- Ability to work effectively in a team and keen to work with colleagues in the development of the school in its pioneering phase and beyond, and with its curriculum;
- Flexible approach to work and ability to work under pressure;
- Excellent ability to work in a team and under the direction of experienced staff;
- Excellent verbal and written communication skills, with the ability to communicate effectively with pupils, colleagues, parents and other educational professionals;
- Ability to maintain confidentiality;
- A flexible approach to working in a school environment;
- Keen to work with colleagues in the development of the school in its pioneering phase and beyond;

Person specification - Desirable:-

- Current Early Years First Aid Certificate;
- Practical or craft skills;
- Interest in co-operating with other local Early Years settings;
- Approved child protection training;
- Current food hygiene certificate;

Remuneration

Salary: £22,800 - £26,000, which may include additional payment for organisational and pastoral responsibilities.

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 <http://www.steineracademyexeter.org.uk/current-vacancies>

Closing date for receipt of completed applications 12noon Thursday 5th July 2018

Interviews are likely to be in the week commencing 16th July

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.

Alan Swindell, Principal June 2018