



The Village College, Botton, Danby, Whitby, YO21 2NJ  
01287 661206 [info@moorlandwaldorf.org](mailto:info@moorlandwaldorf.org)  
[www.moorlandwaldorf.org](http://www.moorlandwaldorf.org)

## Kindergarten Assistant Job Pack

Moorland Waldorf School is seeking a part-time (0.5 FTE) kindergarten assistant for the autumn term 2021 (start date 1st September) to join our small team of staff. This is a one-year contract in the first instance.

Moorland Waldorf School is located in a very rural setting in the heart of the North Yorkshire Moors, in purpose-built premises in The Village College, Botton, near Danby.

The school is an independent Steiner Waldorf school managed by a registered charity, the Eskdale Community Trust for Education. The day-to-day running of the school is in the hands of the College of Teachers which meets weekly throughout the school year. The kindergarten teacher is a member of the College. The school has five paid staff, including a full-time administrator, and several voluntary teachers. It is very small, normally between six – ten children in kindergarten and a similar number in the main class. We are currently engaged in a programme of promotion to develop the school's activities and increase our numbers.

Our kindergarten is a learning environment of exploration and discovery which nourishes children's holistic development. Our staff are expected to be committed to the Waldorf educational ethos of the school, its vision and its curriculum and to support the school's activities.

The kindergarten teaching assistant will need a minimum NQT Level 3 in Early Years Education. Although we would prefer a candidate with experience, a student on one of the Steiner Early Years Training courses could be suitable. Kindergarten staff are also expected to have an up-to-date qualification in paediatric first aid (this can be provided or updated in-service).

Please read the school website before applying, paying careful attention to the school's child protection policy.

A full role description can be found [here](#)



**Salary: £8,775 per annum (Monday – Thursday morning from 08.30 - 13.15)**

**Closing date: 11th June 2021**

**Interviews: w/c 14th June 2021**

**Start date: 1 September 2021**

*Moorland Waldorf School is committed to safeguarding children and young people, we expect all applicants to uphold this. All post holders are subject to a satisfactory enhanced Disclosure Barring Service check.*

Applications are to be made by completing the application form and sending it:

- ❖ by email to [info@moorlandwaldorf.org](mailto:info@moorlandwaldorf.org) with FAO Trustees - Kindergarten Assistant in the subject line of the message

or

- ❖ by post to The Trustees, Moorland Waldorf School, Botton Village, Nr Danby, North Yorkshire YO21 2NJ, clearly marked Kindergarten Assistant on the envelope. Please include a covering message or letter.

The form asks candidates to provide details of two referees

Referees will always be asked specific questions about:

- ❖ The candidate's suitability for working with children and young people.
- ❖ Any disciplinary warnings, including time-expired warnings that relate to the safeguarding of children.
- ❖ The candidate's suitability for this post.

If you are considering applying for this role and would like an informal conversation with a member of our team before you make a decision, please call our administrator, Claire Kilvert-Jones, on 01287 661206 and she will be happy to arrange this.

## Kindergarten Teaching Assistant

### Job description

<b>Job title</b>	Kindergarten Teaching Assistant	<b>Reporting to</b>	Kindergarten Teacher
<b>Salary</b>	£8775 gross per annum	<b>Hours</b>	08.30 - 13.15 Monday – Thursday
<b>Location</b>	The Village College, Botton, North Yorkshire YO21 2NJ	<b>Work setting</b>	On site

### Purpose of this role

To fulfil the professional responsibilities and standards of a Waldorf Kindergarten Teaching Assistant; to provide high quality teaching support; to ensure children are cared for and make progress through our rich and innovative curriculum; to inspire through example. We expect all our staff to respect the ethos of the school and contribute to its vision, the curriculum and its broader activities.

### Duties and responsibilities

#### Teaching

- ❖ To work alongside the kindergarten teacher, supporting the welfare and education of the children in our care. This includes supporting creative play, artistic activities, the celebration of festivals.
- ❖ To help maintain an attractive, clean and nurturing environment both inside and out.
- ❖ To support the kindergarten teacher in the assessment of the children, through observations etc.
- ❖ To respond to the needs of individual children, supporting their learning and development and reporting to the kindergarten teacher.
- ❖ To attend essential meetings.

### **Health and Safety and Safeguarding**

- ❖ To have an understanding of health and safety and safeguarding regulations.
- ❖ To undertake appropriate training.
- ❖ To promote the safety and wellbeing of the children at all times.
- ❖ To ensure good order and manage behaviour when required in order to maintain a safe environment.
- ❖ To be aware of the Keeping Children Safe in Education guidance (including child protection), working with the kindergarten teacher and the safeguarding leads in the school.
- ❖ To report any issues of concern.

### **Personal and Professional Conduct**

- ❖ To communicate well with children, parents and carers.
- ❖ To collaborate with staff and other relevant professionals in and outside the school.
- ❖ To develop good working relationships with colleagues.
- ❖ To maintain high standards of behaviour in and out of school
- ❖ To have due regard for the ethos, policies and practices of the school and maintain professional standards of punctuality, attendance and appearance.

### **Whole school**

- ❖ To safeguard and promote the welfare of the children at all times.
- ❖ To follow the staff code of conduct.
- ❖ To contribute to the development of the school and promote its values and vision.
- ❖ To make a positive contribution to the life of the school.
- ❖ To provide cover for absent kindergarten colleagues where appropriate.

## KINDERGARTEN TEACHING ASSISTANT

### Person Specification

#### 1. Qualifications, education and training

It is **essential** that candidates have qualifications relevant to this role, although the exact combination of qualifications may vary depending on the candidate. As a general rule we require:

- Level 3 Early Years Practitioner qualification (on the DfE approved lists for either post-2104 and pre-2014 qualifications)

However, other candidates who have taken other routes into Early Years will also be considered. For example, those with:

- Qualified Teacher Status
- Early Years Teacher Status
- Steiner Waldorf teaching qualification, e.g. Level 4 Diploma

It is also **essential** that all staff working in kindergarten to have a current paediatric first aid certificate, although this training can be provided or updated in post.

Other secondary and tertiary qualifications (**desirable**) may also be taken into account when selecting candidates.

We ask for full details of education, qualifications and training on the application form. These will be checked before the successful candidate is confirmed in post.

#### 2. Experience and knowledge

It is **desirable** that candidates have knowledge and understanding of:

- Waldorf education within early years and Key Stage 1
- the Early Years Foundation Stage (EYFS) framework and national curriculum requirements within early years and KS1
- the principles and policies of equal opportunities
- appropriate assessment for learning techniques for this age range in a Waldorf setting

and that they have experience relevant to the advertised role.

We ask you to provide full details of all relevant experience on the application form.

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### 3. Skills and abilities

The following are **essential**:

- the ability to work under pressure and to act upon initiative to support the kindergarten teacher where necessary
- an understanding of record-keeping
- the ability to maintain a welcoming environment
- the ability to develop appropriate, positive and caring relationships with children and staff and to manage children's behaviour in a positive, calm but authoritative way
- the ability to respond to diversity of all kinds
- good written and spoken English
- good basic numeracy

It is **desirable** that candidates are:

- proficient in some skills relevant to the Waldorf setting, e.g., singing, craft, art
- able to offer some assistance with essential paperwork and record –keeping
- able to motivate the children in their care

We will look for evidence of this in both your written application and at interview

### 4. Values and behaviours

It is **essential** that candidates have:

- commitment to the values and ethos of the school
- high expectations for children's progress and wellbeing
- commitment to professionalism, especially maintaining confidentiality
- commitment to safeguarding and equality
- strong communication and interpersonal skills
- high standards of honesty and integrity

**Desirable** qualities are:

- the ability to reflect upon their own professional practice and behaviour
- the ability to respond to the needs of children and colleagues at any given moment

We will use your application, interview and references to inform our decision.