



**Kindergarten Assistant application pack
Full-time and part-time positions
Start date: April and September 2017**

Steiner Academy Bristol is a state-funded Steiner school in an urban area that opened in September 2014. The school is based on the St Matthias Campus in Fishponds, Bristol. We currently have 4 Kindergarten classes and from September 2017 the school will be expanding to have five Kindergarten groups. We are looking for full-time and part-time kindergarten assistants to join our team.

Our ethos and values

Steiner Academy Bristol shares the same ethos, values and guiding principles as other Steiner schools, independent and state-funded. First and foremost, we are a Steiner school, following the Steiner-Waldorf curriculum.

Our school is one in which all children can fully experience the wonders of Steiner education: maintaining childhood; thinking independently, clearly and considerately; observing the world perceptively; and acting with creativity, courage and self-determination.

We are part of a growing group of state-funded Steiner Academies (Hereford, Frome and Exeter) that are building a foundation for Steiner education in the state sector with a commitment to diversity and accessibility.

We are in the process of creating an Umbrella Trust with the other Steiner Academies, to help coordinate work on curriculum development, teacher training, mentoring and career development as well as joint procurement and other services.

You can find out more about our school via our website at:

<http://www.steineracademybristol.org.uk/>

Full information on how to apply is given in the How to Apply document

Job Description

The primary focus of this post is to assist the kindergarten teacher in a class of up to 20 children.

Full-time kindergarten assistants will generally work 39 weeks per year, Monday – Friday between 8.00am and 4.30pm (to include a 30 minute unpaid break). This is equivalent to 0.907 FTE.

Part-time kindergarten assistants will generally work 39 weeks per year, Monday – Friday between 11.30am and 4.00pm. This is equivalent to 0.543 FTE.

Our kindergarten assistants are expected to assist the teacher in all aspects of running a happy and well managed kindergarten class. There will also be some opportunities to take small groups of children and undertake cover in cases of teacher absence.

Main responsibilities of the post

- To assist the kindergarten leader in providing a balanced Early Years curriculum according to the principles of Steiner-Waldorf education
- To help in the creation and maintenance of a suitable kindergarten environment
- To work within the teaching group to help the smooth day-to-day running of the whole school, in particular the Early Years group
- To work 1:1 with children within the kindergarten group
- To assist the kindergarten leader in all aspects of the daily routine in kindergarten. You will have joint responsibility, under the guidance and supervision of the kindergarten leader, for the welfare of the children in your care
- To support the school's ethos, principles and objectives
- To undertake appropriate preparation, study and training as necessary both for the effective delivery of the curriculum and to advance the school's ethos, principles and objectives
- To be aware of the school's policies and procedures and to support their implementation

Further duties will include:

- Preparation and serving of food
- Assisting with parents' evenings
- Attending staff meetings at least once a week
- Participating in work, study and INSET days as required
- Contributing to school events and festivals throughout the year

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.

Person Specification

The ideal candidate must be organised and responsible, able to motivate themselves and apply imagination to their work.

Essential

- Proven work experience in an Early Years setting
- A commitment to the ethos of our school as a Steiner Academy
- An understanding of the Steiner-Waldorf approach to teaching and / or a willingness to learn and develop your teaching practice
- A demonstrable commitment to effective professional development and ongoing learning
- Proven ability to work in a team
- A flexible and positive attitude to work
- Good communication skills with children, parents and colleagues
- Willingness to undertake an enhanced CRB check
- Permission to work in the UK prior to being selected for interview

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
- The ambition to become a teacher in the Steiner Academies and a willingness to undergo training and professional development to achieve that goal

Proof of all qualifications will be required prior to an appointment being offered.

Pay and conditions

Steiner Academy Bristol uses a system of pay scales and grades. The pay scale for Kindergarten Assistants is from £16,500 (pay grade 1) to £18,571 (pay grade 5). This is the full time, year round salary.

Successful applicants will be offered a starting pay grade based on their experience and qualifications.

The full-time kindergarten assistant post is a term-time only position. This means that the post is paid for 39 weeks of each year, equivalent to 0.907 FTE. The effective pay scale for this post is therefore **£14,971-£16,843** (0.907 x £16,500 and £18,571).

The part-time kindergarten assistant post is also a term-time only position. This means that the post is paid for 39 weeks of each year, equivalent to 0.543 FTE. The effective pay scale for this post is therefore **£8,959 - £10,084** (0.543 x £16,500 and £18,571).

Essential Information

Any appointment will be subject to an enhanced DBS (CRB) check as well as other safeguarding checks.

Proof of all qualifications will be required prior to an appointment being offered.

We are an equal opportunities employer. Our aim is to be fair to everybody and to ensure that no job applicant or employee receives more or less favourable opportunities or treatment on the grounds of, for example age, race, colour, ethnic or national origin, nationality (subject to nationality rules), sex / gender, transgender, sexual orientation, marriage and civil partnership, disability, religion or religious affiliation / belief, or pregnancy and maternity.

Please be aware that we are not able to guarantee a school place for the children of staff. The school's admission policy is such that children of staff have some priority in the waiting list, but admission will depend on a place being available.