

We are looking for a Part-time Wraparound Care Session Leader

Apply by Wednesday 5 December - for start January 2019

Hours: 11.5 hours per week, 12.30-6.15pm Thursday and Friday (35.4 weeks a year, term time only)

Salary: £9.30 per hour plus statutory holiday pay (equivalent to £10.42 per hour)

Cardiff Steiner School are looking for a **Wraparound Care Session Leader** to join our established, friendly team, and help run Afternoon provision for children aged 3 to 14.

You will need to hold a relevant qualification in childcare to at least Level 3, as listed within the 'Required qualifications to work within early years and childcare sector in Wales'.

You will have two years' experience of working with children in a childcare or similar setting (ideally as a level 3 session leader). You will have, or be able to develop, a good working knowledge of CIW regulations. You'll be a good communicator, able to relate to and nurture children, and work well with staff, parents and carers. You'll be committed, reliable, warm, patient, flexible and positive, with an interest in, and enthusiasm to learn about, Steiner Waldorf Education.

Cardiff Steiner School is committed to safeguarding children and young people, we expect all applicants to uphold this. All candidates must have suitability to work with children, and post holders are subject to a satisfactory enhanced Disclosure Barring Service check.



About Us

Cardiff Steiner School is a dynamic and growing Steiner Waldorf School in Wales' capital city. With pupils currently from age 3 to 16, the School is growing with them up to age 18 by 2020. You'll join us on an exciting stage of our journey. We opened our Classes for children aged 6-10 in September 2012, built upon the firm foundations of 15 years as a successful Kindergarten. We have our own premises - a beautiful, light and spacious Victorian school in Llandaff North.

Steiner Education is the largest and fastest growing independent school system in the world. Schools avoid formal teaching until a child is six and teach Early Years in a family-like setting with an emphasis on creative, experiential and social play. From age 6 up our distinctive, international curriculum integrates arts and academics into a rich, balanced education that ignites a lifelong passion for learning. Please visit our website at www.cardiffsteiner.org.uk to learn more about the School.

We offer a collaborative and supportive environment where staff are valued and nurtured and your input, enthusiasm and talents will be welcomed and appreciated. You'll be part of an experienced and diverse team of 27 teaching staff, with a warm heart and strong community spirit.

How to apply

You are very welcome to contact us to discuss the post on 029 2056 7986 ask@cardiffsteiner.org.uk

Contact us for an **Application Pack** or download it at:

<http://www.cardiffsteiner.org.uk/jobs-wraparound-care-lead-practitioner/>

Please take a look at the Job Description and Person Specification and complete and return the Application Form and Equality of Opportunity Questionnaire **by Wednesday 5 December** to:

Miranda Knight, Cardiff Steiner School, Hawthorn Road West, Llandaff North, Cardiff CF14 2FL
ask@cardiffsteiner.org.uk (029) 2056 7986

The recruitment process will involve an interview and observed teaching practice

See Job Description and Person Specification on next pages

Job Description Wraparound Care Session Leader

Responsible to/for: The position is accountable through the College to the Board of Trustees. The position works in collaboration with the Early Years Faculty and with the advice and support of the Wraparound Care Supervisors and Compliance Group. The position is responsible for directing and guiding the Assistant working with them in the setting during the session.

Duties:

1. To run the Wraparound Care sessions and maintain the environment and rhythm of the session.
2. To be responsible during these sessions for compliance with CIW regulations and the National Minimum Standards for Regulated Childcare for children up to the age of 12 years.
3. To learn about the principles of Steiner Waldorf Education and to ensure the service works within them.
4. To work with the children to support creative play, artistic and domestic activities and creative discipline, and be actively engaged with the content of the session.
5. To attend to the individual needs of the children including taking children to the toilet, helping with washing hands, getting dressed for outside play etc.
6. To supervise the children in the garden or on walks.
7. To take care of children needing comfort or first aid.
8. To be responsible for safeguarding, and promoting the welfare, of the children in your care, and be alert and aware of situations needing attention, and to respond appropriately.
9. To prepare, supervise and clear away the room, activities, materials and snack
10. To clean and mend equipment, and help maintain areas used, including the main room, cloakroom, kitchen and garden.
11. To attend meetings as required.
12. To take part in the appraisal of your own work performance.
13. To support the School's ethos, principles and objectives.
14. To be aware of and operate within the school's policies and procedures and to support their implementation including the Equal Opportunities and Health and Safety policies.
15. Any other duties reasonably requested by the School.

Person specification

Essential

- **QCF Level 3 Diploma in Children's Care, Learning and Development, or Playwork, or equivalent qualification** as required under the [List of required qualifications to work within early years and childcare sector in Wales](#). Please check that your qualification is accepted.
- 2 years' experience in a childcare or similar setting
- An ability to lead the session Proven experience of working with children in a relevant setting
- Good working knowledge, or the ability to develop a good working knowledge, of CIW regulations and the National Minimum Standards for Regulated Childcare for children up to the age of 12 years
- An ability to lead sessional childcare and to direct and Assistant under your guidance
- To be a role model worthy of imitation by the children in your care
- An understanding and commitment to the importance of play in childhood
- An ability to relate to and nurture children
- An interest in and enthusiasm to learn about Steiner Waldorf Education
- Personal warmth, patience, respect, empathy and understanding
- A flexible, positive approach to work and ability to work under pressure
- Excellent organisational skills and a strong sense of responsibility
- Experience or good working knowledge of record keeping in a childcare setting
- Excellent communication skills with staff, parents and carers, and an ability to work in a small, close knit team
- Knowledge of Health & Safety
- To be a role model worthy of imitation by the children in your care
- Suitability to work with children and a satisfactory enhanced Disclosure Barring Service check and a commitment to safeguarding children and young people

Desirable

- 2 years' experience in a childcare or similar setting, ideally as a Level 3 session leader
- Up to date Pediatric first aid certificate, or willingness to undertake this
- Food Hygiene Certificate, or willingness to undertake this
- Steiner qualification or understanding of Steiner Education