

We are looking for a Kindergarten Teacher for April to Dec 2021

For a fixed term contract (maternity cover)

Salary pro rata of annual salary of £23,735 **Apply NOW, open until filled**

Cardiff Steiner School are looking for a Kindergarten Teacher to join our experienced Early Years Faculty for a fixed term contract from 16 April to December 2021.



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

Set in Wales' capital city, the School offers a full Kindergarten to Class 12 Steiner Waldorf education. You'll join us on an exciting stage of our journey. Founded in 1997, we opened our first classes in 2012, built upon the firm foundations of 15 years as a successful Kindergarten. From strong roots we've quickly grown, and expanded to Upper School in September 2017 offering the [Certificate of Steiner Education \(NZCSE\)](#) - the first trans-national, secondary school qualification to be **fully based on the Steiner curriculum**. 2020-21 will see our very first Class 12 graduating with the Certificate.

We are a pioneering bunch with an irrepressible spirit who enjoy rising to the challenges and celebrating the joys that a young School brings. Our internationally diverse teaching team includes subject teachers in Bothmer, Music, Handwork, Woodwork, Spanish, Games, as well as a team of specialist Upper School Teachers. We are a UK Steiner Waldorf School Fellowship Associate School, and are fully independent.

About our Kindergartens

We have two Kindergartens, Sun Garden and Rose Garden, with up to 16 children aged 3 to 6 in each group. You'll be part of our experienced and well-established Kindergarten Team. Our Early Years Education Coordinator (and Sun Garden Teacher) is Anna Podesta. Anna is an experienced Steiner Waldorf Kindergarten Teacher who has worked at the School since 1999. Our Kindergartens are a collaborative and supportive environment where colleagues are valued and nurtured, and your input, talents and enthusiasm will be welcomed and appreciated.



About You

You'll be a committed, creative and resourceful, Steiner Early Years practitioner with a thorough understanding and knowledge of Steiner Waldorf Kindergarten practices and principles. You'll have proven experience of working with children within a Steiner Early Years environment and have the ability to relate to and nurture young children. With personal warmth, patience, respect, empathy and understanding, you'll be a role model worthy of imitation by the children in your care.

You'll be part of an experienced and diverse team of 25 teaching staff, with a warm heart and strong community spirit. Supported by dedicated Administration, an active board of Trustees, and a supportive, engaged parent body - you'll enjoy an exciting balance of fresh practices and new ideas combined with wisdom, experience and dedication.

We offer a tiered Staff Fees Discount Scheme for the position with up to 85% off school fees for children of staff members, depending on family income. We have staff with property expertise who can help you find and secure suitable accommodation.

About Cardiff

Cardiff, Wales' capital city, is situated on the beautiful coastline of South Wales, and within easy reach of most places in the UK (we're just two hours from London by rail or road). Residents enjoy all the benefits of a cosmopolitan capital city (prominent universities, a large teaching hospital, a world-class opera company and thriving arts community) combined with a small-town friendliness, and a cost of living significantly lower than other parts of the UK -and we're surrounded by some of the most stunning countryside, coastline and beaches in the UK. Read more about Cardiff in our [Welcome to Cardiff Guide](#).



How to apply

Please feel 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/about/jobs/kindergarten-teacher/>

Please take a look at the Job Description and Person Specification and complete and return the Application Form and Equality of Opportunity Questionnaire 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

Come and Visit Us If you are thinking about applying, but would like to find out more about us first, you are warmly invited to come and visit us. We'd love to meet you. Just contact us to arrange a time.

See Job Description and Person Specification on next page

Job Description Kindergarten Teacher

Responsible to: The position is part of the Early Years Faculty, a team of two Kindergarten Teachers and three assistants, along with the Parent and Toddler and Afternoon Care team. The Faculty work with the leadership and support of the Early Years Education Coordinator. The position is accountable through the College to the Board of Trustees.

Main features of the position

To deliver our Steiner Early Years curriculum in our Rose Garden Kindergarten five days per week. Core hours are 8.30 to 4.00pm. The Kindergarten morning runs from 9.00am to 1.00pm.

The named Kindergarten Teacher provides pedagogical guidance and mentoring to the Afternoon Care Sessions for Kindergarten children for approximately one afternoon a week (flexible). This role supports the Wraparound Care team to deliver and develop practice that is informed by the principles and methods of Steiner Waldorf Early Years education. This will involve regular observation of the sessions and attendance at a one-hour weekly meeting with the Wraparound Care Lead Practitioners, as well as supporting the professional development of the team in Waldorf practice.

To bring a secure understanding of Steiner Waldorf Early Childhood Education, and the pedagogical principles that underpin it, and to renew this understanding through further study, on-going reflection and discussion of classroom practice.

To support the School's ethos, principles and objectives.

Duties

- 1. Primary Responsibility:** The Kindergarten Teacher has primary responsibility for the overall welfare of the children in their care. They nurture the healthy development of the children's physical, social, emotional and cognitive skills, in an age appropriate way. They should maintain good discipline and create a harmonious learning environment where children feel safe, happy and can play and learn effectively. This includes: supporting the creative play, artistic and domestic activities; the celebration of festivals, both seasonal and multi-cultural; creative discipline, ensuring good habits are developed and working with parents, carers and families. The Kindergarten Teacher needs to be responsible for the full organisation and running of the Kindergarten, and work as part of a team of teachers, assistants and other members of School staff including the Early Years Education Coordinator, Lower and Upper School Faculties, School Management Team, Trustees, Mandate Group holders and volunteers where appropriate.
- 2. Steiner Waldorf Curriculum and Education:** To implement the Kindergarten curriculum for Steiner Waldorf Early Years at a pace suitable for the children's ages and development. To ensure the curriculum is appropriate for all pupils with effective differentiation. To work with the Early Years Education Coordinator and other colleagues to develop a coordinated approach to curriculum and individualised learning and development. To work with the ALNCo for Early Years to identify, support and monitor the needs of individual children in line with School policies and procedures.
- 3. Policies and Procedures, Regulations and Rules:** To be familiar with and ensure adherence to the School's policies and procedures and to support their implementation, including the Health and Safety policies, Safeguarding and Child Protection Policies. To develop an understanding of,

and work within, the School's statutory compliance and legal obligations, including those required from Estyn, the Independent School Regulations Wales and the Steiner Waldorf Early Years Group (SWEYG). To uphold the School's commitment to safeguarding children and young people.

4. **Preparation, Planning and Record-Keeping:** The Kindergarten Teacher is responsible for maintaining a daily register of attendance in line with School policy and regulatory requirements. They are responsible for adequate preparation and planning which includes attending to daily, weekly and long-term planning, and working with colleagues in a reciprocal way in order to facilitate this. The Kindergarten Teacher is also responsible for daily and weekly reviews of planning and activities, including keeping parents informed. The Kindergarten Teacher will keep appropriate records, plans and pupil files, in accordance with statutory and School requirements. This will include sufficient records of the preparation and planning process in writing, so as to be able to work clearly with the assistants and colleagues, and for any cover teacher to be able to continue effectively with the children should the Kindergarten Teacher be absent. These documents will also show the intended learning, progression, activities and rhythms in that particular Kindergarten group, and how the needs of specific children will be met.
5. **Child Assessments, Profiles and End of Year Reports:** The Kindergarten Teacher will carry out effective assessments to identify children's progress and learning needs, and use this to support teaching and planning, in accordance with School requirements. This is expected to include at least weekly child observations/assessments and termly individual child profiles, and undertake (with colleagues) individual child studies when appropriate or needed. The Kindergarten Teacher will also produce end of year reports for all the children within the Kindergarten age 5 and above, in line with School requirements.
6. **Classroom Care:** To manage the classroom environment and maintain it to a high standard of cleanliness and aesthetics, according to the Steiner Early Years curriculum - working with the seasons, sensory protection of the young child, and full understanding of the Health and Safety regulations and requirements of the School. They will be involved in the making, cleaning and mending of materials and equipment, and develop and ensure the maintenance of areas used by the Kindergarten, including the Kindergarten rooms, cloakroom, kitchen and garden.
7. **Co-operation and Team Work:** The Kindergarten Teacher is expected to work effectively with the other Kindergarten and School teachers, assistants, administrative staff including the Early Years Education Coordinator, School Management Team, trustees and any other volunteer helpers as appropriate, and give advice and training if necessary, in line with the Waldorf ethos. The Kindergarten Teacher will need to work together with Designated Senior Person for Child Protection (DSPCP) and Additional Learning Needs (ALN) Co-ordinator as required, and attend appropriate courses including on ALN, Safeguarding, Health and Safety, Fire and First Aid and Food Hygiene. These may be outside School hours.
8. **Working with Assistants:** To provide leadership, support, and guidance to Kindergarten Assistant/s and any other sessional staff and volunteers working in the Kindergarten. It is the responsibility of the Kindergarten Teacher to ensure that the assistant/s are informed, understand and carry out their duties accordingly. The Kindergarten Teacher should support the assistant/s when needed. This includes giving and sharing teaching material such as ring times, verses, stories and activities, as well as child records including IDPs, IBPs and Child Profiles, in advance so they are able to familiarise themselves with and learn them. If an assistant is attending a training course, the Teacher will need to take on responsibility for mentoring where necessary.
9. **Attendance at Meetings Essential to the Kindergarten Work:** The Kindergarten Teacher is expected to attend a weekly Early Years Faculty meeting which is chaired by the Early Years

Education Coordinator. This meeting is mainly for overall planning, Kindergarten pedagogy, child study and rotational review of activities, provision, Health and Safety etc . Another meeting for weekly planning and crafts preparation is attended by all teachers with child studies undertaken with each teacher/assistant team individually. The Kindergarten Teachers is expected to call and lead Team Meetings with their own individual Kindergarten Assistants as required and necessary. Pre-term planning meetings and Inset days take place throughout the year and should be attended by all the Kindergarten Teachers and assistants. Teachers also need to be available a week before the start of school in September and as required at the end of term in July for meetings or other work, where necessary.

10. **Attendance at Faculty and other Meetings:** The Kindergarten Teacher is expected to attend the weekly whole-School staff Meeting including whole-school planning and business, as well as pedagogy and child studies. To attend other meetings such as Teachers' meetings, Community Evenings, Teachers/Trustees' meetings and briefings/ training as required.
11. **Mentoring and Staff Development:** To review and reflect on their own teaching practice and take part in the appraisal of their own work performance. To actively work towards the development goals identified in their own Individual Development Plan under the help and support of the Early years Education Coordinator, Teaching Development Group (TDG) and Early Years Advisors from the Steiner Waldorf Fellowship (SWSF). To lead the supervision, appraisal and development of Assistants within the Teacher's individual Kindergarten, and assist in the appraisal of colleagues. 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; including participating in work, study and Inset days during school holidays or weekends as required.
12. **General Supplies/Resources:** The Kindergarten Teacher is responsible for organising materials and equipment within the Kindergarten and liaising with the School Business Manager and Early Years Education Coordinator regarding the ordering and purchasing of all supplies in line with financial policies and keeping within an agreed budget
13. **Administrative Work and Admissions:** The Kindergarten Teachers should work together with the School Administrative staff and the Early Years Education Coordinator on administrative tasks necessary for the day to day running of the Kindergarten including: participating in the admissions process for new pupils. They will also be responsible for their individual Kindergarten files including ongoing observations and assessments, child profiles, planning as well as participating in the development and reviewing of policies, annual plans, and risk assessments Each Kindergarten Teacher will be expected to take on a Designated Person role (e.g. Health and Safety, Safeguarding, First Aid, ALN etc.)

To work outside of school hours for some evenings and weekends and during school holidays as required for festivals, classroom preparation, parents' evenings and meetings, planning, pedagogical tasks, study / inset training or business and administrative tasks planning, preparation, organisation and administrative tasks.

14. **To actively contribute to whole-school activities and development** including the educational development plan and future vision, pupil assessments, policies and procedures, school records, communication with and complaints of parents, and for maintaining the codes of practice and standards of education at the School.
15. **Parents' evenings/events:** The Kindergarten Teachers host joint-Kindergarten Group Parents' Evenings at least once per term. These include relaying what the children have been doing within the Kindergarten, and enable the parents to experience some of the pedagogy for themselves through talks, crafts, songs or activities provided. They also build the bridge between

home and school, sharing with the parents the philosophy behind the Kindergarten pedagogy and enabling them to take it into their own homes. The Teacher may also be required to provide further opportunities for parents to understand the School's pedagogy and ethos in talks, parent 'taster' sessions etc. these may be outside School hours.

16. **Individual Parent Teacher 1:1 Meetings:** The Kindergarten Teacher will hold twice-yearly Parent Teacher 1:1 Meetings to share and discuss individual children's progress and development. Additional individual consultation sessions and meetings with parents should be organised as required. It is advisable for another colleague to be present and, where necessary, notes should be kept.
17. **Parents' Concerns and Complaints:** The Kindergarten Teacher is the first port of call for the parent's concerns to do with teaching, learning, behaviour and other pedagogical concerns in Kindergarten. The Teacher should seek to resolve most concerns through an early meeting with the parents with the help of at least one colleague and with the support of the Early Years Education Coordinator. If parent concerns remain following this, the Teacher should encourage parents to follow the relevant Complaints and Concerns Procedure. The Kindergarten Teacher should record all concerns in line with School policy and procedure.
18. **Confidentiality and Discretion:** At all times the Kindergarten Teacher must respect professional confidentiality with regard to information about children, parents and staff at the school, and to be discreet about one's own personal private matters to parents. Staff must at all times comply with the School's Confidentiality and Data Protection Policies and Code of Conduct.
19. **Preparation and Participation in Kindergarten and School Events:** The Kindergarten Teachers take responsibility for organising the festivals within Kindergarten and sharing fairly in the work of preparation and participation in the joint events and festivals with the School.
20. **Class Representative:** The Kindergarten Teacher is expected to appoint a Class Representative chosen from among the parents to assist with day-to-day communication, welcoming new parents, helping coordinate fundraising activities etc.
21. **Organisation of trips and outings:** The Kindergarten Teachers are responsible for the organisation of any trips and excursions, including risk assessments and health and safety requirements in line with the School's relevant policies, requirements and procedures.
22. **Working with outside agencies:** The Kindergarten Teacher will at times need to liaise with other agencies including the Steiner Waldorf School Fellowship, Steiner Waldorf Advisory Services and SWEYG), LEA, Social Services, Children's Services and CSIW.
23. **Administering First Aid:** A First Aid certificate must be undertaken and kept fully up to date, as the Kindergarten Teacher will be responsible for administering appropriate First Aid to children when required. All accidents and incidents (whether or not they require First Aid) **must** be logged immediately in the appropriate book and parents asked to sign.
24. **Open Mornings and events:** The Kindergarten Teacher is expected to open the Kindergarten to the public for up to 10 minutes during the monthly Visit Mornings. The Kindergarten Teacher will take an active role in Early Years and Whole School Open Mornings which take place outside of School hours and on weekends.
25. **Mandate Groups:** To be willing to join and contribute to Mandate Groups as appropriate to their skills
26. To participate in providing cover for absent colleagues.

Any other duties reasonably requested by the school. The job description is current but liable to variation to reflect or anticipate changes in the requirements of the post. Employees must be prepared to be flexible and undertake altered duties where necessary in the light of the needs of the School.

Kindergarten Teacher: Person Specification

Essential:

Experience

- Experience of teaching in a Steiner Waldorf Kindergarten with children age 3 to 6
- A minimum two years' experience of working with children within a Steiner Early Years environment
- Experience, or good working knowledge, of record keeping in an early years setting
- Experience of working with children with Additional Learning Needs

Knowledge and Understanding

- A thorough understanding and knowledge of Steiner Waldorf Kindergarten practices and principles
- A commitment to the School's ethos and approach to education
- A good awareness of Child Protection (Safeguarding) responsibilities, how to protect children, and how to handle concerns and related complaints, and knowledge of related regulations
- Working knowledge of Health & Safety

Aptitudes

- To be a role model worthy of imitation by the children in your care
- The ability to relate to and nurture young children
- Excellent oral and written communication skills
- Personal warmth, patience, respect, empathy and understanding
- Exceptional self-motivation and a high level of organisation
- The ability to cooperate well with colleagues, parents and carers
- An ability to work in a small, close knit team team and independently
- To approach your work with positivity and joy
- A flexible approach to work and the ability to work under pressure
- A willingness to work with colleagues in the continued development of the school and the curriculum;

- Suitability to work with children and a satisfactory enhanced Disclosure Barring Service check;
- 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 UK. Candidates must have the right to work in the UK prior to application.

Desirable

- An approved Steiner/Waldorf Early Years teaching qualification
- Up to date Pediatric first aid certificate, or willingness to undertake this
- Food Hygiene Certificate, or willingness to undertake this
- Training in one or more of: Additional Learning Needs, Child Protection/Safeguarding, Health and Safety, Food Hygiene