



Job Description

Role Title Kindergarten Teacher (part time maternity cover)

Reporting Relationships Reports To: Early Years Lead Accountable to: Trustees

Location Ringwood Waldorf School

Role Purpose To work as a Steiner Waldorf kindergarten teacher, co-leading a kindergarten group

Role Accountabilities

Key Accountabilities	Key Activities
1. Overall welfare of the children in your care	<ul style="list-style-type: none"> • Maintain an enriching environment to support the development and learning of children in the kindergarten group. • Support creative play, artistic and domestic activities and the celebration of festivals. • Respond to the child's individual needs, considering child development. • Incorporate child observations into written planning, to support each child and the group, including Individual Learning Plans as required. • Undertake child studies, and complete formative and summative assessments in line with requirements. • Adhere to all statutory obligations including safeguarding and health and safety.
2. Organisation and Administration	<ul style="list-style-type: none"> • Hold the day-to-day organisation and running of the kindergarten, including working well as a team, and assisting other colleagues as required. • Consult closely with the teacher going on maternity leave to ensure a smooth transition and continuity in teaching and learning. • Work well with the Early Years Lead, assistants, co-teachers, other members of the Kindergarten faculty, SENCo, eurythmists and other staff in the school. • Implement yearly, half termly, weekly, daily and in-the-moment planning. • Implement and review the Steiner Waldorf kindergarten curriculum and policies, including adherence to EYFS requirements. • Work with the school on tasks necessary for the running of the kindergarten, including interviewing and enrolment. • Order and purchase supplies within an agreed budget, and keep equipment well maintained. • Maintain risk assessments for the rooms, grounds and activities.



<p>3. Communication with colleagues and parents</p>	<ul style="list-style-type: none"> • Attend weekly meetings, study groups, pre-term meetings and other meetings essential to the work in RWS. • Give support and training to other teachers and assistants as required. • Lead parents evenings and attend them in other kindergartens as required. • Be supportive, available and approachable to parents for consultations. • Have meetings with parents as required. • Write school reports as required. • Conduct home visits in line with current practice. • Liaise with other agencies as necessary.
<p>4. Professional Development</p>	<ul style="list-style-type: none"> • Attend all statutory training and other professional development courses as required. • Participate and support the mentoring scheme established at RWS. • Engage with appraisals and performance reviews.
<p>5. Support the vision and ethos of Ringwood Waldorf School</p>	<ul style="list-style-type: none"> • Maintain good awareness of staff handbook and staff code of conduct, closely following guidelines. • Work well with the Early Years lead and SLT, and stay well informed about development plans and strategies.
<p>6. Care of kindergarten buildings and grounds</p>	<ul style="list-style-type: none"> • Ensure daily cleaning and hygiene in line with school requirements. • Organise deep cleans on a regular basis, following current practice. • Report all maintenance issues promptly, following current procedures. • Actively support the upkeep of the kindergarten garden and grounds, including some gardening.



QUALIFICATIONS / SKILLS

<p>Knowledge and Experience</p>	<ul style="list-style-type: none"> • Experience working in a Steiner Waldorf Early Years setting. • Experience leading a kindergarten group would be an advantage. • Excellent communication and time management skills. • Willingness to work flexible hours at times (open evenings and events).
<p>Education and Qualifications</p>	<ul style="list-style-type: none"> • Full and appropriate Steiner/Waldorf Early Years qualification. • Full and relevant Level 3+ early years qualification recognised by DfE. • Fluent English speaker with a good level of literacy and numeracy.
<p>Job Specific Technical Skills</p>	<ul style="list-style-type: none"> • Confident using digital technology for writing emails and documents, uploading files to cloud storage, taking photos, using software for taking registers and tracking progress etc.
<p>Safer Recruitment Statement</p>	<p>Ringwood Waldorf School is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. All posts are subject to an enhanced Disclosure and Barring Service (DBS) check and satisfactory references. As part of our safer recruitment process, rigorous checks will be made of the successful applicant's background credentials, including the right to work in the UK, qualifications, and employment history.</p>