

Parent & Child/Baby Group Leader

Job description and Person Specification

Introduction to Brighton Waldorf School

We offer a collaborative and supportive environment where colleagues are valued and nurtured.

Brighton Waldorf School is an enthusiastic and lively city school with pupils ranging from 2-16 years. We have a very active Early Years Department, comprising several Parent & Child Groups, a Playgroup and 3 Kindergartens. These in turn feed the Main School where we offer Classes 1-10. Our Upper School is well-established, having been initiated in September 2001. Further information regarding our school is available on our website www.brightonwaldorfschool.org

Job description

Principally the role is to deliver two Parent and Child (18mths to 2.6 Years) sessions per week (depending on numbers) for 35 weeks of the school year. The position can be consider in line with the current recruitment towards a Fixed Term (Maternity) Contract to the role of Parent & Child and Woodland (outdoor learning) Coordinator.

There is no assistant to this post.

The Role Includes:

- To hold a group of toddlers (and/or infants) and their parent(s), helping them to engage in the social setting and with the rhythmically structured morning.
- To work within the Early Years department's policies and procedures, and to use them to inform your practice
- To attend training sessions and uptake school's online training resources (e.g. 1st aid, fire safety, safeguarding, health & safety)
- To maintain the environment and set out the room for each session and to ensuring all equipment is stored away tidily and safely after the session
- To ensure that the environment is clean and tidy after every session and co-ordinate with other room users to ensure that the room is well managed.
- Order materials and manage the budget
- To Manage the care of children needing first aid in cooperation with the child's parent/carer and with the required training
- To encourage age appropriate play and inspire parents through example
- To lead in craft activities e.g. bread making, painting etc.
- To maintain the register of attendance, liaise with new families prior to admission and liaise with admissions and finance

www.brightonwaldorfschool.org

The Brighton Waldorf School, Roedean Road, Brighton, East Sussex, BN2 5RA

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- To promote appropriate events associated with the school and provide parents with relevant information
- To provide a gateway to the school, working to bring families into the school community and encouraging applications for Kindergarten
- To present the Steiner Waldorf approach to parents and carers, verbally and through example
- To participate in any meetings where required to support planning and review, develop practice and undertake study
- To liaise with the SENCo and DSL regarding any child with SEND and Safeguarding concerns.
- To be familiar and learn about the principles of Steiner Waldorf Education and work within them.
- To keep information confidential
- To comply with any other duties reasonably requested by the school.

Essential to the role:

- Excellent organisational skills
- Strong self-motivation, perseverance and sense of responsibility
- Suitability to work with children and willingness to undertake an enhanced disclosure from the Disclosure and barring Service before appointment
- Satisfactory references and proof of eligibility to work in the UK will be required

Desirable:

Experience of working within a Steiner Waldorf Early Years environment

- Qualified first aider or willingness to undertake First Aid training
- Food Hygiene certificate
- Basic knowledge of Health & Safety

Working hours:

The post is set at 2 mornings (Tuesday and Wednesday) of 4.5 hours each per week initially, 10.30 - 12.30 (contact session,) with 1 hour allocated for managing the space and 1 hour for planning.

The post is for 35 term-time weeks.

Pay is at the rate of £11.22 per hour, to include holiday pay. The post is subject to review on an annual basis and hours may increase or decrease in accordance with numbers of families enrolled.

Essential application information

Brighton 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 post-holders are subject to a satisfactory enhanced DBS and barred list check. All staff are required to undertake Child Protection Training.

Candidates must have the right to work in the United Kingdom. Candidates from abroad will be asked to provide criminal records clearance from country of residence, as well as evidence of eligibility to work in the United Kingdom. Candidates who have lived abroad during the last five years will also be asked to provide criminal records clearance from the country(ies) of residence during that time.

As a Waldorf School we have chosen to operate as a community in accordance with social indications given by Rudolf Steiner. Our practice derives from the world view of anthroposophy. A willingness to work with the precepts is a condition of appointment.

If you would like your child(ren) to attend the school during your employment you will need to go through the same application process as other parents of the school. Please contact Admissions to discuss availability of places at your earliest convenience.

Further information about our school can be found on our website

<http://www.brightonwaldorfschool.org>

Applications for the post should be made on the standard application form, downloadable from the website, and emailed as a Word document or pdf to admin@brightonwaldorfschool.org If there is any reason you are not able to email your application, please state why, and send by post to the School Director, Brighton Waldorf School. Roedean Road, BN2 5RA.