

AFTERNOON SESSIONS ASSISTANT JOB DESCRIPTION

Role

The role of the Afternoon Session Assistant is to create and provide a safe, harmonious and fulfilling time for the early year's children after their normal school day has finished.

Hours of work: 13:30hrs to 18:00hrs (Monday and Friday | Term Time)

Contract: Zero Hours Contract
Dependent of Pupil Attendance

Salary: £8.91 per hour

Main Tasks & areas of Responsibility

- To support the Afternoon Sessions teacher in his/her work and to help maintain the Afternoon Sessions environment.
- To attend to the needs of the children and to maintain the rhythm of the Afternoon Sessions.
- To be alert and aware of situations needing attention, and to respond appropriately.
- To help with the daily preparation of room materials and activities and assist in the supervision of lunch.
- To work with the children on craft and domestic activities, support the listening skills in storytime and be actively engaged with the content of Ringtime, learning the songs and gestures.
- To develop the skills needed for story-telling, puppetry, finger rhymes, songs and poems.
- To supervise the children in the garden during kindergarten session or on walks.
- To take care of children needing comfort and first aid.
- To clean, mend and make equipment and to help maintain areas used by the Afternoon Sessions, which include the main rooms, cloakroom, toilets, kitchen and garden.
- To liaise with the parents/carers if required and to keep information confidential.

www.brightonwaldorfschool.org

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

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- To attend Early Years and teachers meetings, parents evenings and festivals where possible.
- To perform such other duties as the teachers and management may from time to time reasonably require.
- To uphold Ofsted Early Years policies/Standards and Waldorf standards and guidelines.
- To be prepared to attend training courses as necessary for work.
- To work within the principles of Steiner-Waldorf Education.
- To be eligible for registration under the Children's Act 1989/CRB Police checks etc.
- To be qualified to Level 2 or working towards this, either as NVQ through local training, or attending one of the training courses connected to Steiner Waldorf Early Childhood Education and Care.

Person specification

Essential Requirements

The requirements listed below are representative of the knowledge, skill and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions:

- A personal warmth, patience, respect, empathy and understanding
- Interpersonal Skills; maintaining confidentiality; listening to others without interrupting; keeping emotions under control; ability to work with others in a collaborative manner.
- Demonstrated ability to successfully work with children.
- Good organisational skills and an ability to write routine reports and correspondence.
- Ability to appropriately communicate with students, teachers, parents and members of the community.
- Ability to exercise good judgment and work in an environment with constant interruptions.
- Ability to gain and then share craft skills with the children.
- A willingness to undertake training as required.

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.

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 of several Parent and 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

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 School Director, Brighton Waldorf School. Roedean Road, BN2 5RA.