

# Bristol Steiner School

## Job Description



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|--------------------|---|
| <b>Position:</b>   | <b>Kindergarten Assistant – 1:1 Support (SEND)</b>  |
| <b>Reports to:</b> | <b>Kindergarten Teacher</b>   |
| <b>Hours:</b>      | <b>Monday and Thursday 8: 45 – 3:15 &amp; Tuesday 8: 45 – 12:45 (with opportunity for additional afternoon cover if needed) 17 hours per week</b> |

### Key Responsibilities

1. To support and help the Kindergarten teacher who has primary responsibility and authority for the children and parents.
2. To help nurture the healthy development of the children's physical, social and cognitive development.
3. To help maintain good discipline using a consistent approach, so that learning can take place and the provisions of the School's Health and Safety Policy are met.
4. To liaise with the Kindergarten teacher by:
  - Discussing activities
  - Sharing observations of the children.
5. To help maintain the classroom to a high standard of cleanliness and aesthetics, suitable to the tasks to be undertaken.
6. To support the young person inside and outside the classroom to enable them to participate and flourish.

### General Duties

1. To join in with Kindergarten activities such as ring time and craft activities, supervising children outdoors, always under the guidance and discipline of the teacher.

Many of the duties are domestic and may include:

- Helping with activities
- Preparing food for break times
- Supervising packed lunches
- Accompanying children to the toilet
- Sweeping the classroom
- Washing and tidying up at the end of the morning session.

1. To attend INSET and training days, as required.
2. To attend some Parents' evenings (when appropriate), and participate in out of hours' festivals, as appropriate.

3. To familiarise him/herself with and adhere to the School's policies and procedures and to support their implementation including the Safeguarding, Behaviour, Equal Opportunities and Health and Safety policies.
4. To cover for absent colleagues as requested.

### **Person Specification**

This section details the knowledge, skills and experience required for the role.

| <b>Essential</b>   | <b>Desirable</b>  |
|--|---|
| <b>Knowledge</b>   |   |
| A genuine interest in a Steiner Waldorf education and its curriculum, particularly in Early Years. |   |
| <b>Qualifications and Skills</b>   |   |
| Team Teach Training – Positive Handling  | Level 3 Early Years qualification or interest in working towards one  |
|  | Experience or knowledge in one of the following areas of SEND: Communication, Speech and Language and Autism. |
| <b>Experience</b>  |   |
| Some experience of working with children aged 3 to 6 years   | Attachment aware  |
| <b>Attributes</b>  |   |
| Sense of humour  |   |
| Good communication skills  |   |
| Ability to use initiative, be self-motivating and take responsibility                              |   |
| Ability to work flexibly, with a positive attitude and ability to cope under pressure              |   |
| Ability to act with discretion and professionalism at all times                                    |   |
| Willingness to develop self and skills   |   |
| Willingness to work collaboratively and as part of a team  |   |
| To be a role model worthy of imitation to children in your care                                    |   |

**Bristol Steiner School is committed to safeguarding and promoting the welfare of young people and vulnerable adults and expects all staff and volunteers to share this commitment.**

**An enhanced DBS check (with relevant barred list check) will be required.**

**Deadline: Open Until Filled**