



## **STEINER ACADEMY HEREFORD**

### **KINDERGARTEN ASSISTANT - Job Description**

#### **Job Purpose:**

- Support the kindergarten teacher in his/her work in maintaining the kindergarten ethos and atmosphere.
- Recognise and support each stage of child development, with awareness of the child's physical and spiritual needs in a Steiner Waldorf context.
- Work as part of a team sharing responsibility for the Early Years as a whole.
- Maintain and build upon the standards achieved within Kindergarten.

#### **Main responsibilities are to:**

- Work with creative discipline in a relevant way.
- Be a role model worthy of imitation.
- Be willing and able to cover the teacher's absence, holding the group and bringing the normal daily rhythm to the children.
- Be engaged with the content of ring time and support the listening skills of story time.
- Developing skills in storytelling, finger-rhymes, songs and poems.
- Able to administer First Aid.
- Help with the preparation of the kindergarten (inside and out) and materials for the activities of each day.
- Attend to individual children's needs and help maintain the rhythm.
- Prepare the morning meal and carry the ongoing responsibility for food provision.
- Provide an example for the children to imitate whilst leading craft and domestic activities.
- Take shared responsibility for the children in the indoor and outdoor environment.
- Help to care for and maintain kindergarten materials, equipment and spaces.
- Take responsibility for the ordering of materials and supplies for the kindergartens individually and as a team, including off-site shopping where necessary.
- Undertake the weekly laundry within school hours.
- Help with any necessary administration and have relevant computer skills.
- Assist the kindergarten teacher in any other way as requested by him/her.
- Liaise with the parents/carers if required and keep information confidential as and when necessary.
- Attend weekly kindergarten pedagogical meeting, kindergarten festivals as well as whole school INSET days.
- Perform such other duties that management may from time to time reasonably require.
- Uphold kindergarten/Government/Children's Services policies and guidelines.
- Be prepared to attend training courses as and when necessary, maintain skills and qualifications as may be required for this position.

**Hours:** Hours per week to be worked as required by the needs of the service. Flexibility of working hours is necessary.

**Festivals:** Set up time will normally take place during the afternoon before the festival. Some festivals take place in the evening or at weekends and require the assistant's support/participation.

This job description is not a comprehensive statement of procedures and tasks but sets out the main expectations of the School in relation to the post holder's professional responsibilities and duties.