



<b>JOB DESCRIPTION</b>	
<b>Title of Post</b>	<b>Kindergarten Assistant</b> (Qualified)
<b>Terms of Employment</b>	Permanent, Term time,
<b>Band / Grade</b>	Band 2/ Grade 3 - rising to Grade 1
<b>Hours of Work</b>	39.5 hours per week Monday – Friday (between 0800-1730 hours)
<b>Notice Period</b>	8 weeks
<b>Probationary Period</b>	1 year
<b>Responsible to</b>	Kindergarten Manager
<b>Benefits</b>	<ul style="list-style-type: none"><li>– Free on-site parking</li><li>– Free lunch from the Preparatory School Dining Hall ('The Seedling') at the discretion of the School</li><li>– Contributory Pension Scheme</li></ul>
<b>Main Purpose of Role</b>	Support the Room Leader to facilitate a high standard of physical, emotional, social and intellectual care for children and implement a daily routine.
<b>Duties &amp; Responsibilities</b>	<ul style="list-style-type: none"><li>– Assist in the planning of appropriate experiences for the children, in line with the Kindergarten's guidelines on teaching and learning, which support the requirements of the Early Years Foundation Stage Framework (EYFS).</li><li>– Fulfil the role of Key Person for a designated group of children in line with the requirements of the EYFS.</li><li>– Assist in provided effective liaison with parents on a day-to-day basis regarding the welfare, learning and development of the children in their group. To recognise that the working relationship with parents is of paramount importance and ensure that trust is maintained at all times.</li><li>– Assist the Late Tea Club, once a week, from 3.30pm to 5.30pm.</li><li>– Implement policies and procedures to ensure welfare requirements of the EYFS are met accordingly.</li><li>– Participate and uphold the Kindergarten's policy on planning, assessment and recording in line with the requirements of the EYFS statutory framework.</li><li>– To take a shared responsibility for standards of safety, security, hygiene, cleanliness and tidiness throughout the Kindergarten as specified in the Settings policies.</li><li>– To ensure the highest level of cleanliness and hygiene in regards to the children's sleeping arrangements, nappy changing routine and food preparation.</li></ul>

	<ul style="list-style-type: none"> <li>– Take a shared responsibility in the care, maintenance and cleanliness of all equipment and toys within Kindergarten.</li> <li>– Participate in the staff meetings and training days. Be willing to access any training to further enhance personal development.</li> <li>– Comply with all policies and procedures.</li> <li>– Treat all staff, children and parents with courtesy, respect and kindness at all times.</li> </ul>
<b>Person Specification</b>	<ul style="list-style-type: none"> <li>– Level 3 qualification in childcare and education</li> <li>– At least one-year's previous EYFS experience in a voluntary or paid capacity.</li> <li>– Knowledge and experience in regards to planning learning experiences for young children to meet with the requirements of the EYFS statutory framework.</li> <li>– Good interpersonal skills and an ability to be a supportive member of a small team.</li> </ul>
<b>St Edward's</b>	<p>St Edward's is a co-educational Catholic independent day school for children aged 1-18 years, welcoming all faiths and none. Enjoying over 40 acres of wonderful grounds at the Prep School, both schools share a commitment to excellence in academic study and the provision of outstanding pastoral care. Parents comment on the positive ethos and values of the School and our pupils are grounded, intelligent, articulate, care and responsible.</p> <p>Our Early Years setting won the prestigious Independent School's Associations award for excellence and innovation in provision in November 2015.</p>
<b>Safeguarding</b>	<p>St Edward's School Trust is committed to safeguarding and promoting welfare of children; applicants must be willing to undergo the child protection screening appropriate to the post, including checks with the Disclosure and Barring Service (DBS) and references from previous employers.</p>