



## Early Childhood Practitioner - Saplings

### Part-time

Annual salary FTE of £22,737

Start date: September 2024

Closing date: until filled

Human connection in all we do

[www.michaelhall.co.uk](http://www.michaelhall.co.uk) email: [contact@michaelhall.co.uk](mailto:contact@michaelhall.co.uk)

Kidbrooke Park, Priory Road, Forest Row, East Sussex, RH18 5JA. Tel 01342 822275 Fax:

01342 826593

Company Number: 539034. Registered Charity Number: 307006



**Michael Hall**  
WALDORF SCHOOL

Dear Candidate,

### Early Childhood Practitioner

Thank you for your interest in the above vacancy.

In this application pack you will find information about the position, a **job description** which outlines the tasks that the successful candidate should expect to undertake once in post, and a **person specification** which outlines the kind of person we are looking for. Some general information about the school, our Safeguarding Policy and a **standard application form** valid for all vacancies are to be found in the Job Opportunities page of the school's website. Please read this information carefully.

The details of this role are as follows:

Working hours:	24.75 hours a week. 8am – 12.45pm to include 1 hr weekly team meeting. Plus Faculty meeting - 1 hour a half term
Contract type:	Permanent.
Salary:	£22,737 FTE
Start date:	asap
Probationary period:	6 months

I look forward to receiving your application.

Yours faithfully,

Rowan Michael  
Head of People and Culture

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### Application process

To apply for this role, you will be required to complete the school's standard application form (which you can find on the Job Opportunities page of our school website) and return it electronically to [hr@michaelhall.co.uk](mailto:hr@michaelhall.co.uk) or by post with any requested supporting documentation.

Please note that it is not necessary to enclose a separate CV, although you may do so if you wish – however, we still require a completed application form.

You will be notified as soon as possible if you have been selected for an interview.

*Michael Hall School values the diversity of its community and aims to have a workforce that reflects this. We therefore encourage applications from all sections of the community.*

*Michael Hall 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 positions are subject to an enhanced DBS check.*

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## Welcome from our Principal

Dear Candidate,

Thank you for your interest in the role of Early Years Practitioner. I am delighted that you are considering applying to take up this exciting position at Michael Hall School.



The Waldorf approach to education, the foundation of our learning at Michael Hall, is both innovative and insightful. Our students achieve highly across a wide range of areas, each one carefully crafted to meet them appropriately at their childhood developmental stage.

With over a hundred years of experience to draw on, as well as membership of an international community of schools, the success of our approach to education is well-proven. Central themes of innovation and enquiry, along with self-reflection and creativity, ensure that it remains at the forefront of contemporary education in a fast-changing world.

Our learning at Michael Hall extends well beyond the academic. Students make the most of our incredible outdoor facilities, such as the walled vegetable garden, the theatre, handwork huts, lake and extensive woodlands. Our trips and residential visits offer students a range of exciting, immersive learning experiences, and add enormous value to their conceptual understanding in class.

We strive for and deliver excellence in all aspects of our educational provision. We believe wholeheartedly in creating a community that is centred on kindness and compassion for others and in developing pastoral systems that support our children and their families through whatever challenges they may be facing. Every child in our care is encouraged to find their voice and flourish.

The successful candidate will be joining a school that is looking forward to a very bright future. Alongside key facility development, we are looking to strengthen all areas of our provision, not least the recruitment and retention of outstanding staff. We are nestled within an extensive estate, supported by Historic England, and situated on the edge of the Ashdown Forest. Many of our existing buildings are steeped in history dating back to the 1700s, which sit alongside a more modern, state of the art Gym and a world class Theatre.

Our provision ranges from when parents begin to bring their children to our hugely popular Parent and Child groups, through to when the students are ready to leave us at 18. Most recently, our application to extend our current Kindergarten to welcome children from the

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age of two has enabled us to enrich the experiences for the very youngest children in our care.

My hope is that you are inspired and encouraged enough by what you read in these pages to apply and that before very long, we will be welcoming you to our wonderful community at Michael Hall School.

My very best wishes for your application,

*S.K. Stokes*

Sarah Stokes

Principal

#### General Information

#### Safeguarding Children / Child Protection

You will work in accordance with Michael Hall School policies and procedures for safeguarding vulnerable children.

#### Equal Opportunities

As a member of staff at Michael Hall School, you have a personal responsibility to ensure that you do not discriminate, harass or bully, or contribute to the discrimination, harassment or bullying of a colleague or colleagues, or condone discrimination, harassment or bullying by others.

You also have a responsibility to ensure that all people that you have contact with during the course of your employment, including children, relatives and staff, are treated equally in line with the Equal Opportunities Policy.

- This job description is not exhaustive. You may be asked to undertake any other similar duties if required.

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- This job description may be reviewed and altered in the light of changed service needs and following discussion with the post holder.
- Michael Hall School employees must be aware of the responsibilities placed on them under the Health and Safety at Work Act 1974 to ensure that the agreed safety procedures are carried out to maintain a safe environment.
- The post holder will be required to comply with all internal policies and procedures
- Michael Hall School is an equal opportunities employer and the post holder will be expected to promote this in all aspects of work

## Job Description

### Roles and Responsibilities:

- Assist the Lead Saplings Teacher in creating a warm, nurturing, and harmonious environment that supports the healthy development of young children.
- Support the setting and the children in daily routines, including meal times, rest periods, and outdoor activities, fostering a sense of rhythm and security.
- Engage children in meaningful, imaginative play experiences that stimulate their creativity and imagination, in line with Waldorf pedagogy.
- Foster healthy social interactions and emotional well-being among children, providing gentle guidance and support as needed.
- Assist in the preparation and organization of materials and resources for daily activities, ensuring a clean and inviting classroom environment.
- Collaborate with the Saplings Group Leader and other colleagues to develop and implement age-appropriate curriculum activities that align with Waldorf educational principles.
- Support children's physical development through outdoor play, nature walks, and

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gross motor activities, promoting a strong connection to the natural world.

- Maintain strong professional boundaries with parents, colleagues and within the community in alignment with our Staff Code of Conduct.
- Attend staff meetings, Waldorf UK networking meetings, workshops, and professional development opportunities to deepen understanding of Waldorf education and enhance teaching practices.
- Uphold the values and ethos of Michael Hall School and the Early Childhood faculty, demonstrating a commitment to progressive and inclusive Waldorf education and life long learning.

#### Qualifications and Requirements:

	Essential	Desirable
A genuine passion for working with young children and a deep understanding of child development, preferably within a Waldorf educational context.	✓	
Previous experience working with 2 year olds in an early childhood setting is desirable.		✓
Strong interpersonal skills and the ability to communicate effectively with line-manager, children, parents, and colleagues.	✓	
Creativity, flexibility, and a nurturing disposition, with a commitment to supporting the holistic development of each child.	✓	

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Physical fitness and the ability to perform tasks that may require lifting, carrying, sitting on the floor, assisting with nappy changes, and supporting children with dressing for outdoor activities.	✓	
An understanding of Waldorf educational principles and a willingness to engage in ongoing professional development.	✓	
Be eligible for registration under the Children's Act 1989	✓	
A minimum Early Years qualification at Level 2 or above	✓	
Waldorf Early Years qualification at Level 3 or above		✓
Paediatric First Aid		✓

At Michael Hall School we are committed to providing a supportive and enriching environment for our students and staff alike. The Saplings Assistant plays a crucial role in fostering the growth and well-being of our youngest children, embodying the values of compassion, creativity, and community that are central to Waldorf education.

Michael Hall is an inclusive employer and welcomes applications from candidates of all backgrounds. We encourage individuals who resonate with our educational philosophy to apply for this rewarding opportunity to make a positive difference in the lives of young children.

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