

Application Pack



Kindergarten Assistant

Fixed term – Spring term only

Salary: £10,804 per annum (£20,812 fte)

Closing date: when filled

Start Date: December/January 2023/24

Kidbrooke Park, Forest Row, East Sussex RH18 5JA.

Tel: 01342 822275 Fax: 01342 826593

contact@michaelhall.co.uk, www.michaelhall.co.uk

Company number 539034. Registered charity number 307006

Welcome from our Principal

Dear Candidate,

Thank you for your interest in the role of Kindergarten Assistant. 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 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.

A handwritten signature in black ink that reads "S.K. Stokes".

Sarah Stokes - Principal

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Kindergarten Assistant

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:

Hours:	08.00 – 12.45pm Monday to Friday
Annual leave:	School Holidays and Bank Holidays (exc. Inset Days)
Contract type:	Fixed term – one term
Salary:	£10,804 per annum (£20,812 fte)
Start date:	December/January 2023/24

If you have any queries or need further information about the position please do not hesitate to contact People & Culture hr@michaelhall.co.uk

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 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 after the closing date, if you have been selected for an interview.

If you do not hear from us in the two weeks following the application deadline, your application has been unsuccessful on this occasion.

MHS is committed to safeguarding and promoting the welfare of children, and expects all staff to share this commitment. A successful application will be dependent upon a satisfactory enhanced DBS check and other safeguarding checks and screening, including references. All staff have a key role to play in identifying concerns early and in providing help for children, and are expected to act in accordance with the School's Safeguarding & Child Protection Policies which are available on our website.

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JOB DESCRIPTION

Purpose of the role:

The Kindergarten Teacher will be responsible for the Kindergarten and pastoral care of a group of children from the age of 3 years to rising 7 years.

Candidates must have a sound understanding and experience of Steiner Waldorf Early Years Education, the EYFS, and the ethos and pedagogy that underpins practice in a Steiner Early Childhood setting.

Key Responsibilities

- Support the kindergarten teacher in their work and in maintaining the kindergarten ethos and atmosphere.
- Help with the preparation of the kindergarten (inside and out) and materials for the activities of each day.
- Be engaged with the content of ring time and support the listening skills at story time.
- Take care of children needing comfort.
- Support SEND children by engaging in Support Plans and education intervention use.
- Attend to individual children's needs as and when necessary and help maintain the rhythm.
- Prepare the morning snack.
- Be a positive role model for the children to imitate, whilst involved in craft and domestic activities.
- Take responsibility for the children in the indoor and outdoor environment as and when necessary.
- Help to clean, mend, and make equipment and maintain areas used by kindergarten, which include the kindergarten room, cloak room, toilets and garden
- Uphold kindergarten policies, curriculum guidelines and Governmental/Children's Services policies and guidelines.

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Person Specification:

- Passionate about working with Children
- Steiner Waldorf Early Childhood Qualification Level 3 or above desirable
- Early Years qualification at Level 2 or above
- Be eligible for registration under the Children's Act 1989.
- Familiarity with the EYFS regulations
- Experience with working in a Steiner Early years setting is desirable

BENEFITS OF WORKING AT MICHAEL HALL SCHOOL

- Free parking on site
- Staff discount on fees for children
- Bike to work scheme
- Access to discounts at retailers and more through our partnership with Bright HR

For more information and to find an application form, please visit our website:

<https://michaelhall.co.uk/job-opportunities/>

or call the People and Culture team on **01342 822275** for a confidential conversation.