

Nant-y-Cwm School Parent and Child Group Co-ordinator

Thursday & Friday with potential to develop and expand

Plus 1.5 hour Early Childhood Team (ECT)

Payment per session £50 (5-hrs work, including prep)

Start date: 6th September 2021

The post will be reviewed on a yearly basis, and is subject to an initial probationary period.

Main aim of the post:

To plan, organise, run and review parent and child groups for Nant-y-Cwm School in accordance with Steiner Waldorf pedagogy educational principles.

To work within the Early Childhood Education Team (ECT) to support provision of Early Childhood Education at Nant-y-Cwm.

Responsibilities:

- To organise and run the Parent and Child group(s).
- To prepare the room for parent Group each week and leave the building in a clean and safe condition.
- To provide an environment suitable for parents/carers and their children (from birth to around 3-4 years of age) where an atmosphere of respect and mutual support can flourish.
- To work as part of the Early Childhood Education Team to provide excellent Early Childhood Provision.
- To respond to new enquiries adding to groups where possible or creating a waiting list and monitor interest in joining the Kindergarten group directing families to relevant information regarding the school.
- To prepare, implement, and review: daily, weekly and long term plans.
- To be aware of parental/carer need for support in parenting/caring and attachment parenting.
- To support exploration of early childhood development and parenting/caring with an awareness of the child's innate imitative activity/forces.
- To support creative play.
- To offer artistic/craft activity and domestic activity within the context and ability of the group.
- To work with an understanding of the rhythm of the year highlighting festivals both seasonal and multicultural within the context of the group.
- To work with songs, rhymes, finger games and simple storytelling within the context of the group.

- To plan and prepare food during the session suitable for the group to share during the morning.
- To clean and care for the space and equipment used for the group (with Premises Team support for building and fittings maintenance)
- To be responsible for laundry of household linen and other fabrics e.g. muslins, dolls (or encompass the latter in seasonal activity within the group).
- To order or purchase supplies for the groups within an agreed budget.
- To work with Administration and Finance support teams on the administrative tasks necessary for the day to day running of the groups.(Provision of material for publicity purposes, e.g. Website; receiving and responding to enquiries, recording information regarding outcome of enquiries, providing attendance figures; and receiving, recording and paying in of fees).
- To liaise with other agencies where necessary e.g Steiner Waldorf Schools Fellowship (S.W.S.F.)
- To work with the Early Childhood Education Team on development plans.
- Attend Early Childhood Education Team (ECT) and any other meetings essential to Parent and Child group work as required.
- To work on Continued Professional Development, (CPD).
- To participate in an internal mentoring system.
- To work with the Special Needs of children, liaise with ALNCO and attend relevant courses on Special Educational Needs where necessary.

Other:

- To undertake an Enhanced Disclosures and Barring Service check (DBS)
- From time to time there may be volunteers or students wishing to gain experience of this work and the post holder would be responsible for their work experience within the group, (always with support from colleagues where required).
- All staff at Nant-y-Cwm School have a duty to safeguard pupils from physical, sexual, emotional abuse and neglect. This includes reporting any concerns to the CPO. All staff must be familiar with the Safeguarding and Whistle Blowing policy. Staff must take care of the children under their supervision by taking all reasonable steps to ensure their health, safety and welfare, including ensuring first aid is administered when required. Staff must be aware of any Health Care Plan in place for any child under their supervision. All staff have responsibility for their actions within the school grounds and in ensuring the health, safety and welfare of all children and staff. Risks should be assessed by the person conducting the activity and managed accordingly.

Please refer to the Staff Handbook for more information.

Person Specification

Experience and qualifications	Essential	Desirable
To have run or been a part of a Steiner Waldorf Parent and Child Group	X	
Level 3 qualification in childcare or working towards this.		X
To hold a First Aid certificate		X
To hold a Food Hygiene certificate		X
To hold a safeguarding certificate		X
To hold a Positive Handling certificate		X
Willingness to participate in Continuing Professional Development (C.P.D)	X	

Skills, Knowledge and Abilities	Essential	Desirable
A knowledge of or willingness to learn about Steiner Waldorf Early Childhood education and to continue in the development of this knowledge and understanding.	X	
An understanding of and ability to work with child development, creation of appropriate physical surroundings, the concept of imitation, reverence, rhythm and repetition.	X	
To have skills in storytelling, puppetry, finger rhymes, songs and poems	X	
Good organisational skills to facilitate the range of responsibilities required.	X	
Clear communication skills to aid work within a team and liaise with families and other agencies.	X	
Confidence with basic food preparation and a growing understanding of the principles of nutrition in a Steiner Waldorf setting. Working knowledge of basic hygiene in kitchen and bathroom areas.	X	
Interest in developing simple craft, artistic and gardening/outdoor activities.	X	

To be flexible	X	
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Personal Attributes	Essential	Desirable
To be a role model worthy of imitation by the children in the group, as imitation is a fundamental process in developing behaviour and activity during the first seven years of life.	X	
Patience - e.g. allowing the children's participation in activity to unfold in its natural time.	X	
Tolerance and perseverance e.g awareness of the need for repetition in development of skills.	X	
Empathy - to strive to understand the position of the other.	X	
Positivity - to seek a positive view of situations	X	
Reverence for the surroundings and each individual within it.	X	
To enjoy stories and singing.	X	

Accountability

The Parent and Child Group Coordinator is a recruited member of the Early Childhood Team (ECT). The ECT is a nested hierarchy. As an ECT member the post holder is collectively accountable with the other team members to the School Management Team (S.M.T) for their work contributing to the KG team plan. The post holder's contract is with the School. The School Governance Team (S.G.T) has overall legal responsibility on behalf of the employer.