

## **DUNEDIN RUDOLF STEINER SCHOOL JOB DESCRIPTION**

Applications close midday 10 November 2017

**Position:** Kindergarten Assistant Teacher

**Reporting to:** Kindergarten Head Teacher

The Kindergarten Assistant Teacher is employed by the Proprietors Trust which acts as the governing body for the Kindergarten. On the day to day basis the assistant is accountable to the Kindergarten lead teacher. The Kindergarten Assistant Teacher's main responsibilities are to work along side, and assist the classroom lead teacher, in the day to day running of the Kindergarten, to uphold the Kindergarten Charter and the special character of this Rudolf Steiner Kindergarten.

### **KEY TASKS**

**The following are the tasks of the Kindergarten Assistant:**

- ❖ Co-working with the kindergarten teacher.
- ❖ Keeping track of supplies needed in the Kindergarten.
- ❖ Care, support and guidance for children- be careful of speech and actions around children remembering that the children learn from imitation and we need to set good examples.
- ❖ Helping prepare and serve morning tea and snacks.
- ❖ Cleaning up after morning tea and lunch.
- ❖ Assisting children with arts and crafts as required.
- ❖ Assisting with outdoor play equipment (eg hammocks, shovels, gardening, sandpit raking, covers, woodwork table, water bucket, tidy up).
- ❖ Accompanying kindergarten on walks.
- ❖ Helping prepare resources as required- for example, painting equipment, drawing equipment.
- ❖ Maintaining the general tidiness of the room indoors, and outdoor environment.
- ❖ Share in the documentation of children's learning (via the "Journey books") help with writing learning stories.
- ❖ Qualified teachers and those in training will be encouraged occasionally to share in leading curriculum activity (eg Te Reo waiata, music, storytelling or crafts etc).
- ❖ Attendance at teacher meetings and Teacher Only days will be required.
- ❖ Preparation of festivals

- ❖ Expected to become familiar with the rhythm and verses used in the Kindergarten and be able to carry the rhythm in the event of the teacher being absent
- ❖ Be able to tell a story or read to children if needed
- ❖ Join in with circle when possible
- ❖ Build good relationships with the children and have them respect you
- ❖ Speak to teacher at the end of session about the day or any concerns, provide feedback.

## **PERSONAL REQUIREMENTS**

- ❖ Honest, caring and reliable.
- ❖ Preparedness to work in sympathy with Rudolf Steiner Waldorf principles.
- ❖ Ability to relate to children.
- ❖ Attention to detail.
- ❖ Co-operative, communicative and conscientious.