



St Paul's Steiner School

Job Title:	Class Teacher – Maternity Cover
Reports to:	Head Teacher
Level:	A recognised Waldorf Teacher Training certificate
Salary:	Up to £31,785 per annum
Hours:	39 Weeks, Term time only post from 8.00am to 4.00pm – fixed term
Start date:	17 th March 2025
Line management:	N/A

The role at times requires additional hours on occasions to fulfil the requirements of the post.

Our mission is to educate the whole child in a healthy and balanced manner, developing the physical, emotional and intellectual capacities of each child through an age-appropriate curriculum. The Steiner philosophy looks to support both teacher and child in their development with a holistic intention. The school as a whole is seen as a community and works in strong partnership with parents.

Job Purpose:

To be responsible for the organisation and running of the class.

Responsibilities

In the classroom/ for the child

- The Class teacher is responsible for the academic, social and pastoral welfare of their Class and responds to the needs of individuals as well as the group as a whole.
- To nurture the healthy development of the children's physical, social and cognitive capacities, ensure good work and study habits are developed, and maintain good discipline in the class so that learning can take place.
- Recognise and set down appropriate boundaries of behaviour and discipline in the Classroom so that high standards and good habits are maintained. You will need self-awareness and personal strategies to manage the intensity of the role.
- Gives attention and care to the physical environment of own Class including ordering and purchasing supplies an agreed budget
- Organises class trips and excursions in line with the needs of the Curriculum and with the School Outings and trips policy.
- Implements and reviews the School curriculum and attend to any meetings for this purpose
- Works with the School' SENCO and is familiar with IEP procedures

Personal and professional Development

- Engages fully with the process and practice of Waldorf Education which considers the personal development of the teacher as in relationship to the development of the children.
- Accepts regular visits from advisors and shares the outcome with the teachers meeting and College.
- To be committed to the development of the School
- Take part in appropriate performance review procedures
- Support the development of themselves and others through attendance at conferences, study and INSET days, observing and mentoring in partnership with colleagues.

Preparation and Planning

- Responsible for adequate preparation and planning of all Main Lessons and subject work, and for adequate record-keeping of these preparations.

Recording Keeping and Reporting

- Ensure effective monitoring and evaluation of activities and child development and for adequate record-keeping of the progress of the children
- Mark and evaluate pupil's work and write yearly pupil reports for parents and collate them with subject teachers' reports.

Building a relationship with parents

- Available for parents to discuss individual children's progress and development at regular times during the school term.
- Conducts home visits once per year
- Responsible for a Class parents' evening/ afternoon at least once per term

Teamwork/ School Community

- Works co-operatively at all times with colleagues, volunteers and any other members of our community.
- Attends the weekly Class teachers meeting and, after the first year of teaching at the School, the College meeting and other meetings essential to the work
- Supports, prepares and actively participate in school assemblies, events and festivals.
- Share responsibility for supervision of all pupils during non-class hours within the school day including covering classes or other duties for absent colleagues and being part of the break duty Rota.

Compliance and Safeguarding

- Stays up to date and familiar with the School' policies and procedures and ensure adherence of Statutory obligations (e.g. Health & Safety, safeguarding and child protection)
- Liaises with other agencies e.g. SSWF, Social Services, LEA, Ofsted, DoE and other Schools when required
- At all times, Class Teachers are obliged to respect professional confidentiality with regards to information about children, parents and other Teachers and staff at the School.
- Is committed to a culture of safeguarding at the school.
- Prepared to attend training courses in First Aid, SEN, Child protection etc. as deemed necessary to work with children

Person Specification

- Have a commitment to a deepening understanding of Anthroposophy and the principle of Steiner Waldorf Education
- To be prepared to attend training courses in First Aid, Food and Hygiene, SEN, Child protection etc. as deemed necessary
- To have a working knowledge of Health & Safety regulations
- To have a working knowledge of Steiner Waldorf Education
- Commitment to overall self-development and particularly teaching development. Ability to be open to comment and constructive criticism on one's own work.
- Ability to be organised and systematic about one's own work load; prioritise and, where appropriate, delegate tasks.
- Ability to work on own initiative and as part of a team, recognising each member's individualities while also showing willingness to compromise and adapt according to the demands of the situation.
- Ability to be flexible and co-operative under pressure of time and the multifarious demands of school life.
- Be computer literate to a level to effectively carry out the administrative and reporting aspects of the role;
- Committed to safeguarding and promoting the welfare of children and young people.

- An awareness of own creative skills and can apply creative process to all aspects of teaching and working.
- Ability and commitment to develop a connection with the experience of a broad range of difference and diversity in children and adults.
- A successful candidate will be able to approach the diverse task load as part of the same whole. They are able to manage the intense workload that sits within the rhythms of term time and extended holidays.
- Ability to problem solve and deal with ambiguity
- Creative and learning ambitions need to be implemented with thoughtful logistical planning.
- Responsive with emotional agility. During term time the needs of task are demanding and the ability to respond to unforeseen need is essential. This may include a conversation with a parent, behavioural issues in the classroom or stepping in to support a colleague or school event.

This job description may be amended at any time in consultation with the post holder.

Notes

St Paul's Steiner School is committed to equality of opportunity. We encourage applications from individuals of any of the many BAME backgrounds.

St Paul's Steiner School is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. The offer of this post is subject to statutory clearance by Disclosure and Barring Service and Teacher's prohibition list check. The appointment will be subject to two satisfactory references, one of which must be from the candidate's most recent employer.