



Job Title:	Subject Teacher – Handwork (Maternity Cover)
Reports to:	Headteacher
Salary:	Up to £31,785 FTE per annum (£25,428 per annum)
Hours:	39 Weeks, Term time only post from 8.00am to 4.00pm – fixed term
Start date:	August 2025
Line management:	N/A

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

Job Purpose:

To teach Handwork to Classes from I - VIII.

Duties and Responsibilities:

- A subject Teacher is responsible for adequate preparation and planning of all their subject lessons for each year group.
- The Subject Teacher is responsible for adequate record-keeping of their preparations
- The Subject Teacher is responsible for adequate record-keeping of the progress of the children in their subject lessons for each year group.
- The Handwork teacher is responsible for the organisation of Handwork equipment and ordering of material within the given budget.
- Subject Teachers are expected to assist with Class parents' evenings/ afternoons usually once a term.
- Subject teacher parents' evening is held for classes V-VIII in the autumn term
- Subject teachers are expected to communicate well with parents about their subject and pupils' progress.
- Subject Teachers are expected to work co-operatively as part of a team at all times with their colleagues, administrative staff and any other (parent) volunteer helpers as appropriate, in line with the Waldorf ethos.
- Subject Teachers may expect to be requested to share in the work of preparation and participation in School assemblies and festivals.
- Subject Teachers are expected to participate in ongoing CPD both for themselves and others: this may involve attendance at conferences, attendance at inset training days, observing in colleagues' classrooms or hosting students or other observers.
- Subject Teachers may expect to be visited by a teaching advisor approximately every other year although there may be circumstances under which this would be more or less frequent.
- Subject Teachers are expected to attend the regular Teacher's meeting.
- Subject Teachers may be invited to attend the weekly College Meeting or part thereof depending on experience and the discretion of the members of the College.
- Subject Teachers are expected to be at School during the holidays for approximately 2 weeks per year. These may be used for inset training, specific pedagogical strategy tasks or business and administrative tasks.
- Subject Teachers may be requested to help with pedagogical interviews for admissions of new children.
- Subject Teachers are expected to cover some break duties.
- Subject Teachers should understand the ways in which educational settings can enhance and support the development of equal opportunities for people from all groups in our society, particularly protected characteristics (Equality Act of 2010) in line with the School's Equal Opportunities policy.
- Subject Teachers are obliged to carry out all School procedures
- Subject Teachers are expected to work with SENCo and be familiar with high quality teaching, scaffolding procedures and apply a differentiated lesson plan when needed
- Subject Teachers are expected to have a good understanding of policies and procedures and ensure adherence of statutory obligations (e.g. Health & Safety and safeguarding)
- At all times, subject Teachers are obliged to respect professional confidentiality with regard to information about children, parents and Teachers at the School.

Subject Teacher – Handwork

Qualifications:

Essential

- A good University Bachelors Degree or its equivalent
- Teaching experience

Desirable

- A recognised Waldorf Teacher Training certificate
- 2 or more years' experience teaching in a Waldorf Teaching environment.
- 2 or more years experience teaching large classes in any School environment.
- Experience and understanding of Steiner Waldorf Schools, how they work and what they strive to achieve.
- Particular qualifications in this subject would be a significant advantage.

Working with colleagues and other relevant professionals

- Communicate effectively with other staff members and pupils, and with parents and carers under the direction of the class teacher
- Understand their role in order to be able to work collaboratively with classroom teachers and other colleagues, including specialist advisory teachers
- Develop effective professional relationships with colleagues

Health and safety

- Promote the safety and wellbeing of pupils, and help to safeguard pupils' well-being by following the requirements of Keeping Children Safe in Education and our school's child protection policy
- Look after children who are upset or have had accidents

Professional development

- Help keep their own knowledge and understanding relevant and up-to-date by reflecting on their own practice, liaising with school leaders, and identifying relevant professional development to improve personal effectiveness
- Take opportunities to build the appropriate skills, qualifications, and/or experience needed for the role, with support from the school
- Take part in the school's appraisal procedures

Personal and professional conduct

- Uphold public trust in the education profession and maintain high standards of ethics and behaviour, within and outside school
- Have proper and professional regard for the ethos, policies and practices of the school, and maintain high standards of attendance and punctuality
- Demonstrate positive attitudes, values and behaviours to develop and sustain effective relationships with the school community
- Respect individual differences and cultural diversity

The Subject Teacher will be required to safeguard and promote the welfare of children and young people, and follow school policies and the staff code of conduct.

Please note that this is illustrative of the general nature and level of responsibility of the role. It is not a comprehensive list of all tasks that the teacher will carry out. The postholder may be required to do other duties appropriate to the level of the role.

Person Specification

- Ability to sympathise with and relate to children of all stages of development, particularly the Class years.
- Ability to observe and study children's behaviour and to creatively adapt teaching approaches to this.
- Ability to recognise and set down appropriate boundaries of behaviour and discipline in the Classroom so that high standards and good habits are maintained.
- Commitment to overall self-development and particularly teaching development. Ability to be open to comment and constructive criticism on ones own work.
- To be prepared to attend training courses in First Aid, H&S, SEN, Child protection etc. as deemed necessary to work with young children
- To have a working knowledge of Health & Safety regulations
- Committed to safeguarding and promoting the welfare of children and young people.
- Ability to be organised and systematic about ones own work load; prioritising and, where appropriate, delegating 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.
- Have a commitment to a deepening understanding of Anthroposophy and the principle of Steiner Waldorf Education

This job description may be amended at any time in consultation with the postholder. Please note that this is illustrative of the general nature and level of responsibility of the role. It is not a comprehensive list of all tasks that the Subject Teacher will carry out. The postholder may be required to do other duties appropriate to the level of the role, as directed by the Headteacher or Line Manager.

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.