**JOB DESCRIPTION**

**Job Title:** Handwork Teacher

**Employed by**: Greenwich Waldorf School

**Hours**: Part Time

**Pay**: Dependant on experience

**Responsible to:** The position reports to and is accountable to the Deputy Headteacher and is supported in day-to-day matters by the teaching group.

**General Description of the School**:

Greenwich Waldorf School is an independent school located alongside the green spaces of Greenwich and Blackheath in South East London. We provide a dynamic and progressive version of the Steiner Waldorf curriculum for children aged 3½ to 18.

Learning is experienced, explored and savoured to create a lifelong love of learning. Teaching integrates art, creativity, movement and music with academic learning, taking account of each stage if child development and teaching in an order and with methods that best suit their age.

Children become confident, resilient, sociable and able young people equipped to move on successfully to mainstream or their Steiner Waldorf Schools. The school community encompasses families from diverse cultural, racial and socio-economic backgrounds. We offer a warm welcome to all regardless of culture, creed, race, gender, sexuality or disability and promote an ethos of mutual respect and tolerance for all.

**Job Summary**:

The primary focus for this post is to provide a balanced curriculum and maintain progress of all class members through the relevant subject(s) at a pace suitable to their age and development and using appropriate skills and techniques of differentiation.

**Main Responsibilities:**

1. To be responsible for a group of children and to teach Handwork lessons.

2. To ensure that appropriate study materials are available in good time and liaise with colleagues and support seasonal activities, festivals and class plays.

3. To maintain discipline so that learning objectives of the class and the provisions of the School’s Health and Safety policy are met.

4. To ensure that Health and Safety is adhered to and risk assessments carried when necessary

5. To ensure that good study habits are developed in the class.

6. To teach in as differentiated a way as possible meeting the needs of all pupils.

7. To work closely with the SENCo in order that the best methods are used for children with a learning difficulties.

8. To attend teacher’s meetings, morning verse and open days.

10. To liaise with parents on the subject and attend parents evening as appropriate.

11. To organise materials for class use and liaise with those responsible for purchasing equipment.

12. To evaluate pupils and write end or term and end of year reports.

13. To share responsibility for supervision of all pupils during non-class hours within the School day.

14. To assist on covering absent staff.

15. To participate in work, study and inset days.

16. Participate in providing break/lunch-time supervision

17. Support the school’s ethos, principles and objectives

18. Undertake appropriate preparation, study and training as necessary both for the effective delivery of the curriculum and to advance the school’s ethos, principles and objectives.

19. Participate in the peer mentoring, appraisal and assessment arrangements.

20. To be aware of the school’s policies and procedures and to support their implementation.

**Personal Specification:**

Essential:

* Suitable qualification in your subject area – Degree or equivalent.
* A good standard of education, including clear evidence of competency in numeracy and literacy.
* Child protection Level 3 or willingness to do the outline training before starting the job.
* Good IT skills to send out and receive school emails, plan lessons, use our school database and complete research.
* A basic understanding of the statutory requirement of legislation concerning Equal Opportunities. Health & Safety, SEN, Safeguarding and Child Protection. We are prepared to support training in these areas.
* Suitability to work with children and willingness to undertake an Enhanced Disclosure and Barring Service check (previously CRB check).
* Eligible to work in the United Kingdom.

**Note:** Candidates from abroad will be asked to provide criminal records clearance from countries of residence, as well as evidence of eligibility to work in the United Kingdom.

Attitude & Qualities:

* A committed individual with an interest in Steiner-Waldorf Education.
* Enthusiasm for working with children and an ability to relate and inspire them.
* A positive and flexible approach to working with others.
* Ability to take initiative when appropriate.
* Open to a progressive and not a dogmatic approach to Steiner Education.
* Good communication skills with parents and colleagues.
* Ability to work under pressure.
* Self-motivation and imagination.
* Strong organisational skills.
* A strong sense of responsibility.

Desirable:

* Teaching experience in another Steiner School; or equivalent appropriate experience.
* Ability to act as a cover supervisor in the absence of the Class Teacher.
* Interest in developing into further roles in the school.

**Skills:**

* An ability to work in a small, close-knit team and a willingness to work with colleagues in the continued development of the school and curriculum.
* Taking responsibility for supporting the development of the school through the Leadership and Management System.
* Dealing with issues to Safeguarding.
* Work on own initiative and as part of a teaching team developing good personal relationships within the team.
* Communicate well, verbally, in writing and via email.
* Liaise effectively with pupils and parents. Be willing to promote the school’s aim positively.
* Be imaginative and able to present all subjects artistically. Create a happy, challenging and effective learning environment.
* Be able to cope with pressure and have a flexible approach to work with a positive attitude towards the challenges that face a small school and have a sense of humour.
* Be able to maintain good administration, for child assessment records and planning records.
* Maintain excellent levels of discipline and behaviour with a consistent, firm but caring approach.
* Ability to work with confidential information and maintain high levels of confidentiality.
* Punctuality and reliability.
* Caring manner.
* Good command of written and spoken English.

*Greenwich 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*