**JOB DESCRIPTION**

**Job Title:** Class Teacher

**Employed by**: Greenwich Steiner School

**Hours**: Full Time (Monday to Friday 8.15am – 4pm)

**Pay**: £25,000 - £29,000 dependant on experience

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

**General Description of the School**:

Greenwich Steiner 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 3 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 of 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 of this post is to teach the Steiner-Waldorf methodology, its curriculum guidelines and development approach.

**Main Responsibilities**:

1. Teach the Steiner Waldorf curriculum including:

* The main lesson (generally two hours per day)
* Additional subject lessons (including teaching subject lessons to other classes)

The total number of lessons to be taught is not fixed but can be expected to average approx. 25 hours per week. A lesson is generally 50 minutes long and the main lesson is therefore counted as two lessons.

1. Take overall responsibility for the class, including:

* Record keeping, in accordance with statutory and school requirements;
* Supervising, managing and assessing the pupils;
* Liaising with colleagues and parents;
* Organising and supervising class participation in trips, festivals and other activities;
* Management of the classroom environment and undertake home visits.
* Participating in the admissions process for new pupils.
* Communicating with parents and holding one parents’ evening each term.
* Holding parent-teacher conferences as appropriate and at least one for each family each academic year.

1. Attend teacher meetings and take up added responsibilities as required once the probationary year is complete.
2. To attend Open Mornings
3. To attend the morning verse
4. To deliver assemblies as per rota
5. To complete training provided
6. To comply with basic statutory expectations
7. Participate in providing cover for absent colleagues
8. Participate in providing break/lunch-time supervision
9. Support the school’s ethos, principles and objectives
10. 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.
11. Participate in the peer mentoring, appraisal and assessment arrangements.
12. To be aware of the school’s policies and procedures and to support their implementation.

**Personal Specification**:

Essential:

* An approved Steiner Waldorf Teaching Qualification or a commitment to complete a Steiner teacher training course whilst in post or a PGCE & QTS would be essential in this case. Degree level qualification 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 requirements of legislation concerning Equal Opportunities, Health & Safety, SEN, Safeguarding and Child Protection;
* 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.

**Desirable:**

* Teaching experience in another Steiner School; or equivalent appropriate experience.
* Interest in developing into further roles in the school.

**Attitude and 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.

**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 relating to Safeguarding.
* Work on own initiative and as part of a teaching team development 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 aims 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 of 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.
* Ability to shoulder responsibility.
* 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*

**Signed: Date:**

**Print name:**

**(Executive Principal)**

**Signed: Date:**

**Print name:**

**(Employee)**