

NORWICH STEINER SCHOOL & KINDERGARTEN

Hospital Lane, Norwich, NR1 2HW, 01603 611175

Job Description for the teaching post of:

Languages teacher

School Vision

The vision of Norwich Steiner School is to provide a Steiner-Waldorf curriculum for pupils from age 3- 19 years of age, with pupils being able to leave the school as balanced, well-rounded and mature young adults, able to pursue their own futures and destinies with confidence and self-belief.

Background Introduction

Norwich Steiner School is a young school. It has grown from just three pupils in 2005, to over 110 pupils covering an age range of 3-19 years old since 2016/17. The school follows the Steiner-Waldorf curriculum throughout the whole school and in all lessons, and is successfully offering the New Zealand based Level 3 qualification New Zealand Certificate of Steiner Education (NZCSE), formerly known as 'the Steiner School Certificate' or SSC to pupils age 16 and above. Whilst the school is now well established, it retains a strong sense of being a 'pioneer' and the atmosphere is open and friendly.

The school operates a combined class system throughout all years. Classes are considered as being in upper school from class 8/9 upwards. Due to the combined class system, in alternate years the upper school may have either two or three combined classes. In class 10/11, pupils may opt to start the three-year NZCSE qualification.

Therefore, in the current academic year 2017-18, the upper school comprises Oak class (class 9/10) and Birch class (class 11/12), with Birch class doing Level 2 of the NZCSE.

In 2018-19, the upper school will comprise Willow class (class 8/9), Oak class (class 10/11) studying Level 1 of the NZCSE; and Birch Class (class 12/13), who by that stage will be in their final year of the school and studying for Level 3 of the Qualification.

The school does not offer GCSEs or A Levels.

Information about the language teaching vacancy, including key roles & responsibilities

LOWER SCHOOL - we have four combined-age classes (ages 6-14) that we are looking for a teacher of a language such as **Mandarin**, **Arabic** or **Russian**. This choice of non-European language is to complement French, which is also taught in lower school.

Language lessons are generally scheduled for the middle part of the day (11.30-1pm), leaving with the more 'heady' subjects (maths, English etc) to the first part of the morning (9-11am) and the more active subjects (games, art, gardening) for the afternoon.

Ideally we are looking for a teacher to come in to teach language lessons on four days of the week between 11.30 and 1pm. Language teaching occurs in alternating blocks, so that whilst 2 of the classes are taught French (four lessons a week) over the course of 3/4 weeks, the other 2 classes have the same number of lessons in Mandarin/Russian/Arabic.

We have found that alternating language blocks in this way allows for a greater level of immersion in each language with 'sleeping' time between blocks.

UPPER SCHOOL – pupils age 14-16 are studying **German** and require three x 40-minute lessons a week.

Our ideal candidate

- May previously have teaching experience of working with groups of pupils of a range of ages
- Have an understanding or a willingness and flexibility to learn what is developmentally appropriate for children at different ages (that is, to teach from Anthroposophy).
- Will be fluent in speaking the language offered (ideally mother tongue) and be competent in the grammar for the language offered (particularly relevant for the upper school German teaching).

More detailed teacher job description

- Teaching of the language lessons according to the principles of education laid down by Rudolf Steiner (as outlined in the book: 'The Educational Tasks and Content of the Waldorf Curriculum').
- Ensure year and term/block plans are produced and available at the school at all times, and that daily lesson plans (or copies) are filed at the school at regular intervals
- Attend a proportion of relevant weekly staff meetings, held outside of school operating hours, to discuss pedagogical and other matters relevant to the school.
- Keep appropriate records and produce individual school reports for parents in good time and in accordance with agreed deadlines.
- Be a good advocate of Norwich Steiner School at all times in your professional capacity as a member of staff.
- Maintain the ambience of the class and its physical surroundings suitable to the tasks to be undertaken.
- Ensure that appropriate study materials are available in good time and that homework, when given, is marked and timely feedback provided to parents where appropriate.
- Communicate clearly and in good time any reasonable requirements for support required (Finance, administration, teaching etc) to the teaching team, management team or the school administrator.
- Participation in workshops and/or training relevant to the running of the school.
- Participation in training/workshops relevant to professional development.
- Familiarisation with and implementation of all school policies.
- Participation in the appraisal of own work performance and assist in the appraisal of colleagues.
- Shared responsibility for supervision of all pupils during playtime (optional, for additional pay at supervision rate).
- Cover for absent colleagues as required. (Optional, for additional pay at supply rate)

Terms & Conditions

Subject teachers are paid an hourly rate for contact/teaching time of £21.94 per hour (including 12.1% statutory holiday pay).

Lower school Mandarin/Russian/Arabic = 6 contact hours per week at £21.94/hour

Upper School German = 2 contact hours per week at £21.94/hour

For teachers able to offer both Mandarin or Russian or Arabic AND German, this would involve teaching on 3 days a week from 10.50am-1pm and one day a week from 11.30am-1pm.

The school does not offer free places for staff children within the School or kindergarten. Staff experiencing financial hardship may apply for a reduced fee via our concessionary fee process which is in place for all children/families.

Statutory sick pay allowances apply.

The school has a work place pension scheme in place, operated by NEST. Staff are automatically enrolled onto the pension scheme when employment commences, but are also given the opportunity to opt out if they choose.

Safeguarding

Norwich Steiner School is committed to the health safety and wellbeing of all children and young people in the school. All appointments whether paid or voluntary are subject to evidence of the person being suitable and appropriate to work with children through a process of application, collection of references and the carrying out of checks through the Disclosure and Barring Service (DBS).