

NORWICH STEINER SCHOOL & KINDERGARTEN

Hospital Lane, Norwich, NR1 2HW, 01603 611175

Job Description for the Upper School teaching posts of:

English, Drama, History of Art, Art, Chemistry, PHSE

School Vision

The vision of Norwich Steiner School is to provide a Steiner-Waldorf curriculum for pupils from age 3- 18 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.

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 in 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 'the Steiner School Certificate' 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 SSC qualification.

Therefore, in the current academic year 2016-17, our upper school comprises Oak class (class 8/9); Birch class (class 10/11) who are studying for Level 1 of the SSC; and Elder class (class 12/13) who are studying for Level 3 of the SSC and are in their final year at the school.

In 2017-18, the upper school will comprise Oak class (class 9/10) and Birch class (class 11/12). Next year Birch class will be doing Level 2 of the SSC.

In 2018-19, the upper school will comprise Willow class (class 8/9), Oak class (class 10/11) studying Level 1 of the SSC; 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 SSC.

The school does not offer GCSEs or A Levels.

Information about the vacancies, including key roles & responsibilities

We are looking for experienced upper school teachers, ideally with good working knowledge of the Steiner-Waldorf approach, to work with existing teachers in our expanding upper school, in the following areas of the curriculum:

- English
- Art
- History of Art
- Drama
- Chemistry (Levels 2 & 3 of SSC, age 17-19)
- PHSE

Each of the above subject areas is part time, but as well as being open to part-time, the school is looking to create full-time roles, which could include a combination of for example:

- Two or three of the above subject areas;
- One or more of the above subject areas and SSC coordinators role (see separate job description for SSC coordinator)

The post will generally be expected to have associated pastoral care duties, as this school operates a class guardian system for older pupils and it is likely that a full-time post will include class guardian duties. Class guardians are responsible for liaising with parents and supporting pupils with their day-to-day routines and any issues arising. As with all posts in the school, teachers are expected to liaise with one another, attend staff meetings, parent evenings, staff training and inset days.

Our ideal candidate

- May previously have been a class teacher in another Steiner School, but willing to undertake on-going professional development and genuinely love working with adolescents.
- Must be able to teach from an understanding of what is developmentally appropriate for children at different ages (that is, to teach from Anthroposophy).
- Will have been educated in a relevant specialist subjects ideally to degree level or be able to demonstrate a high level of competence through experience of teaching to above Level 3.
- May have a range of skills to offer.
- Will have vision and energy for helping to create something that is unique, but wholly appropriate to this school and to Waldorf upper school education.
- Will be fully aware of the demanding nature of working in a relatively small school that is still in the pioneering stages of its development. Whilst likely by equal measure to be highly rewarding, candidates should not underestimate the challenges of a young and developing Waldorf Upper School.

More detailed teacher job description

- Teaching of the daily main lesson for English/Art/Art History/Chemistry/PHSE/Drama subjects. All teaching to be 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 relevant weekly staff meetings, held outside of school operating hours, to discuss pedagogical and other matters relevant to the school.
- Engage with the Steiner Waldorf Schools Fellowship (SWSF) project mentor (currently Kevin Avison) on matters relating to the running of the school.
- Share responsibility for holding regular parent's meetings (once per term), including at least once a year (or more frequently if necessary) a session of one-to-one meetings. Encourage the involvement of subject teachers for the class in the group parent meetings.
- Take a shared role in interviewing new parents and children for upper school, in accordance with the School's admissions procedure, actively seeking feedback from all

subject teachers before progressing to a formal offer of a place. The admissions process is shared amongst the teaching team and the decision to take a child should be a joint one.

- Keep appropriate records, maintain the pupil files up to date and record and file all conversations with parents, Educational Psychologists etc.
- Produce individual school reports for parents in good time and in accordance with agreed deadlines.
- Participation at pre-planned public and open events promoting the school and Steiner education. Attendance at School Open days is obligatory; attendance at other events may be organized in rotation with other staff.
- 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.
- 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. As necessary and appropriate, participation in re-writing or amending the existing policies as the school grows and evolves.
- Participation in the appraisal of own work performance and assist in the appraisal of colleagues. Work with SWSF mentor (Kevin Avison) and other mentors as provided or organised by the school, on pedagogical matters (all matters relating to the children for which there is a policy, including classroom management, curriculum delivery and curriculum development).
- Shared responsibility for supervision of all pupils during playtime.
- Cover for absent colleagues as required.

Terms & Conditions

The individual subject areas as listed above are all part time vacancies. For more information as to the amount of teaching required in the specific area of interest, candidates should contact the school and ask to speak to Sandie Tolhurst.

The salary for this post falls in the range £22,000 - £25,000 for a full time post, depending upon experience and qualifications of the chosen candidates, with part-time posts being paid pro-rata.

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).