

# NORWICH STEINER SCHOOL & KINDERGARTEN

Hospital Lane, Norwich, NR1 2HW, 01603 611175

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## Job Description - Steiner School Certificate (SSC) coordinator

### 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.

### **This post:**

We are ideally seeking a full-time staff member who administers the SSC on a part-time basis.

The current staff member who is employed as the SSC coordinator does this role on a part-time basis, but works full-time by teaching English to upper school classes and is also a class guardian.

It is estimated that each level of the SSC averages out at around 5 hours per week of administration work for the SSC coordinator. Therefore, in years when the school is running 2 levels of the SSC (ie Levels 1 & 3 as in the current year), the SSC coordinators role requires an average of 10 hours a week to be dedicated towards it, and when there is only one level running (ie in years when only Level 2 is being offered, as with next academic year), the time required is 5 hours a week.

However, our classes currently doing the SSC have only 12 pupils in each who are registered for and doing the SSC, whereas future combined classes may have up to 20 pupils. Larger classes come with more administration and therefore it is likely that the SSC administration time in years to come will increase.

As a key aspect of the role of SSC coordinator is in supporting other teachers, the school believes that this post can most effectively be carried out by someone who is themselves also doing some

teaching in the upper school. It is through working with the SSC, that one better learns how to support others in it's delivery.

### **Tasks/Job description**

There are three key aspects to this post:

1. **PROCESS** – following and implementing the various aspects of delivering the SSC as a qualification.
2. **PLANNING** – ensuring that all the 'pieces fall into place' so that the students have the opportunity to achieve well. This means developing a level of awareness of the needs of the pupils, the availability and competence of staff and the practicalities of what is or is not possible to achieve.
3. **QUALITY** – in this pivotal role, the SSC coordinator will be aware possibly more than any other staff member, about the quality of teaching and will have a responsibility to work with others to ensure standards of teaching and lesson delivery are of an appropriately high standard.

In order to coordinate the quality delivery of the Steiner school certificate, the SSC coordinator will therefore be required to:

- \* Work with the administrator and upper school teachers to develop a Steiner-Waldorf curriculum-based year plan for each SSC class, in advance of the commencement of each academic year;
- \* Support teachers through helping them to plan their delivery of the curriculum so that appropriate evidence can be collected and marked, and the requirements of the SSC fully met.
- \* Liaise with New Zealand moderator and take pre-moderation advice where necessary, especially in regards to all Level 3 teaching and assessment.
- \* Ensure all marking is appropriately moderated at an internal level before sending to New Zealand for external moderation.
- \* Support ongoing development of an internal team of staff competent to support the internal moderation process
- \* Liaise with relevant teaching staff and the New Zealand external moderator in a timely way, so that all SSC deadlines for tests, assessments, marking and moderation schedules are met.
- \* Ensure that all data and evidence are uploaded and provided to New Zealand as appropriate and that any records of pupil achievement from New Zealand are carefully checked as being accurate before presenting to pupils.
- \* Maintain high standards of record keeping so that staff, students and parents can be kept up-to-date at any point in time as to the progress of all students.
- \* Maintain an awareness of progress and plan ahead for pupils who may need additional support.
- \* Liaise with students and parents regarding progress and areas of difficulty.

### **Essential requirements**

In order to achieve the above tasks, our ideal candidate will have:

- \* Previous teaching experience
- \* A good understanding of the Steiner Waldorf curriculum
- \* Be able and willing to do some upper school teaching in an appropriate subject
- \* Good administrative skills

Plus ideally:

- \* Previous experience of working with adolescents

## **Essential skills & personal qualities**

A good sense of humour and ability to laugh at oneself will be a good help, but in addition, we are looking for someone with the following skills/personal qualities:

- \* Computer literate - able to work with word processing and spreadsheets; competent in modern ways of sharing information (web platforms, 'cloud', youtube)
- \* Rigorous personal organisation skills - the workload is not necessarily evenly spread out and at time deadlines for the SSC coordinator all come at once, so being able to keep good records, list tasks and keep on schedule with a cool head, is essential.
- \* Able to communicate well and with warmth, listening to and speaking with staff, as well as adolescent pupils and their parents.
- \* Sensitive towards others where necessary, but also able to initiate difficult conversations and deliver hard feedback where standards are not being met

## **Something about the ethos of the school**

The underlying ethos of the school is based around our responsibility first and foremost to have regard for the children that we educate.

In a nutshell, this means that if we see something happening that is detrimental to a class or a pupil, we should speak out and do something about it, even if it involves us having a difficult conversation with someone.

To us, 'being a good colleague' means that you are prepared to give (and at times receive) objective feedback about what you see or experience of a colleague that he/she may not be aware of.....and that if it doesn't feel safe or appropriate to do this oneself, then our duty of care for the children means that we pass the information or our concerns on to someone who is able to act.

We recognise that there is a particular responsibility upon those who share a responsibility for monitoring and ensuring the quality of teaching in the school, to be able to embrace the school ethos.

A culture of openness and honesty, with integrity of word and deed takes effort to maintain, but we strive to do so because we believe it is this that helps the school to feel 'light' and happy and to be effective.

## **Terms & Conditions**

The salary for this post falls in the range £22,000 - £25,000 for a full time post which incorporates Upper School SSC teaching. The amount paid will depend upon experience and qualifications of the chosen candidates. If taken as a part time post, a pro-rata amount will be paid.

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).