

# Norwich Steiner School

Hospital Lane, Norwich, NR1 2HW, 01603 611175

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## Class guardian & Subject 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.

### **Safeguarding**

Norwich Steiner School is committed to safeguarding and promoting the health, safety and wellbeing of all children and young people in the school, and expect all staff to share that commitment. All appointments whether paid or voluntary are subject to evidence of the person being suitable and appropriate to work with children through our safer recruitment process of application, collection of references and the carrying out of checks through the Disclosure and Barring Service (DBS) and other safeguarding checks as appropriate.

### **Introduction**

Norwich Steiner School is a young school. It has grown from just three pupils in 2005, to around 100 pupils currently, and covering an age range of 3-19 years old. 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 New Zealand Certificate of Steiner Education (NZCSE), formerly called the Steiner School Certificate (SSC) to pupils age 16 and above. Whilst the school is now well established, it retains a strong sense of being a 'pioneering' and the atmosphere is open and friendly.

The school does not offer GCSEs or A Levels

### **The Vacancy**

This is a full time permanent post, which in the first year comprises a mixture of class guardian responsibilities (approx.30%) and subject teaching (approx.70%).

The class guardian role is to be responsible for the pastoral care of a class of pupils age 12-14, including being the main contact for parents.

The subject-teacher element could include one or more of the following subjects: English, Mathematics, games, music and drama. A 70% teaching role involves between 12-15 hours of teaching each week; the exact amount depending upon the subject and the level at which that subject is being taught.

This role is subject to evolve in future years.

## **Our ideal candidate**

- Will have previous experience of working with adolescents
- Will be able to teach one or more subjects from an understanding of what is developmentally appropriate for children at different ages (that is, to teach from Anthroposophy).
- Will be flexible and of pioneering spirit

## **More detailed job description**

- As a Class guardian, you will take time to get to know each of the pupils in the class, their strengths and weaknesses, likes and dislikes, worries and joys. You will be the main contact for their parents and you will liaise with other teachers in both lower and upper school to help resolve any issues that arise.
- Teaching of the daily main lesson during mornings, plus appropriate subject lessons. 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.
- Offer a regular space within the timetable that may be scheduled in, for informal (but pre-booked) meetings with parents.
- Attendance at weekly staff meetings, held outside of school operating hours, to discuss pedagogical and other matters relevant to the school.
- Hold 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.
- Be involved in interviewing new parents and children for your class, in accordance with the School's admissions procedure, along with the SENCO and actively seeking feedback from subject teachers before progressing to a formal offer of a place. The admissions process is shared amongst the teaching and administrative 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, such as Morning in the Classroom, 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 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 starting salary for this post falls in the range £19,000 - £22,000, depending upon experience and qualifications of the chosen candidate.

The post is full-time and attendance at school is based on 5 days per week from 8.30am to 4.00pm, of which around 20 hours will be spent teaching. There will be additional attendance required on a regular basis for communication, parent meetings, child interviews, school festivals, co-mentoring, administration and planning. Class guardians are expected to arrive at school by 8.30am in order to receive school children from 8.45am, with school starting promptly at 9am. School currently finishes at 3.30pm. In general, teachers are expected to work at the school premises between 8.30am until 4pm during term time or until there are no pupils left uncollected at school.

There will be additional attendance required on a regular basis for colleague meetings, parent meetings, child interviews, school festivals, planning etc.

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 after three months, if they meet the earnings criteria of £833 per month, but are also given the opportunity to opt out if they choose.