

Norwich Steiner School

Hospital Lane, Norwich, NR1 2HW, 01603 611175

Maths teacher - class guardian

School Aim

Norwich Steiner School provides 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 or SSC) to pupils age 16 and above. Whilst the school is now well established, it retains a strong sense of being '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 working alongside our existing upper school staff and with pupils age between 12 & 19. The post comprises a mixture of pastoral care (approx.25%) and teaching (approx.75%). In this school, teachers who also provide pastoral care are called Class Guardians.

Class guardians are the main contact for parents and they also liaise with other teachers in both lower and upper school to help resolve any issues that arise.

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. All staff have safeguarding responsibilities.

Our ideal candidate will:

- Have a degree in maths and previous class teaching experience

- Genuinely enjoy/value working with adolescents and be able to communicate with them well
- Be able or willing to learn (through training and reading) to teach from an understanding of what is developmentally appropriate for children at different ages (that is, to teach from a developing understanding of Anthroposophy).
- Have previous experience of providing individual pastoral advice and support to pupils, whether that is guidance regarding careers and the individual's progress and learning, or a willingness to work with DSLs to provide support to pupils in accessing healthcare or other services.

More detailed job description

- Teach Maths to pupils in the middle and upper school (age 12-19). All teaching to be according to the principles of what is developmentally appropriate, as indicated by Rudolf Steiner (some aspects of which are outlined in the book: 'The Educational Tasks and Content of the Waldorf Curriculum').
- Support class teachers with maths for the younger classes
- Produce assessment guides and marking schedules for NZCSE learning outcomes, and mark work in a timely manner.
- Attend school planning sessions and ensure year and block plans are produced and available at the school at all times. The school is transitioning to using the 'Art of Teaching' App for producing, storing and sharing plans.
- To develop a knowledge of and interest in the learning of each pupil in the class and adapt teaching to support their development.
- Hold weekly class guardian meetings – typically a circle of chairs with pupils, an opportunity for them to contribute, voice any queries or raise concerns; and for the class guardian to share relevant information with the class.
- Offer regular parent's meetings as a class guardian. Usually once per term and including at least once a year (or more frequently if necessary) for one-to-one meetings with individual parents.
- Communicate with parents and liaise with other teachers in both lower and upper school to help resolve any issues that arise. This applies to any pupil you teach, regardless of whether you are the class guardian for that pupil or not.
- Attendance at weekly staff meetings, held outside of school operating hours, to discuss pedagogical and other matters relevant to the school.
- Be involved in admissions of new children, for which teachers hold a shared responsibility.
- Keep appropriate records, maintain 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.
- Ensure safeguarding and behaviour concerns are recorded promptly and appropriately on CPOMs and that as class guardian, you review behaviour for pupils in your class.
- Maintain the ambience of the class and its physical surroundings suitable to the tasks to be undertaken. As a class guardian, this includes preparing the classroom for the start of term, developing seating plans and helping pupils to keep it tidy and well organised.
- Participation at pre-planned public and open events promoting the school and Steiner education and be a good advocate of Norwich Steiner School at all times in your professional capacity as a member of staff.
- 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 as requested by the school.

- Familiarisation with and implementation of all school policies.
- 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 salary for this post falls in the range £23,000 - £25,000, 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. On average, the post involves 10-12 hours of teaching a week, but in some weeks (for example, during a main lesson block), the post may require up to 15 hours of teaching.

Full time teachers are expected to be 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. During the first week of the summer holiday, all teaching staff should expect to be at school to participate in group planning.

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.

Benefits

- 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.
- Free on-site parking
- Cycle to Work scheme
- Access to the Employee Assistance Programme (Education Support Partnership) which provides caring and compassionate advice and support on professional or personal matters