

# Norwich Steiner School

Hospital Lane, Norwich, NR1 2HW, 01603 611175

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## JOB DESCRIPTION

### **Class teacher**

#### **The Vacancy**

A class teacher is needed for a new class 1 starting in the Autumn term, which in the following academic year (September 2025) will become a combined class 1/2.

Whilst there is a general hope that class teachers will remain with the class until they graduate into upper school as a class 8/9, there is also an appreciation that it is not necessarily possible for everyone in practical terms.

Class teachers are usually appointed on a full-time basis and as well as teaching the daily main lesson to their own class children, they also teach subject lessons to other classes, depending on the needs of the school and the skills each teacher is able to offer.

#### **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.

#### **About Norwich Steiner School**

The school has always had a strong vision, which has guided its development and ethos: "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."

Norwich Steiner School is a young school. It grew from just three pupils in 2005, to around 100 pupils covering an age range of 3-19 years by 2017.

The school is free from the National Curriculum, SATS, GCSEs and A Levels.

It 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), 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.

## **MAIN DUTIES OF THE CLASS TEACHER**

1. 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').
2. Ensure year and term/block plans are produced and available at the school at all times, and that these are filed at the school at regular intervals.
3. Attendance at weekly staff meetings, held outside of school operating hours, to discuss pedagogical and other matters relevant to the school.
4. 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.
5. 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.
6. Keep appropriate records, maintain the pupil files up to date and record and file all conversations with parents, Educational Psychologists etc.
7. Produce individual school reports for parents in good time and in accordance with agreed deadlines.
8. Be a good advocate of Norwich Steiner School at all times in your professional capacity as a member of staff.
9. Maintain the ambience of the class and its physical surroundings suitable to the tasks to be undertaken.
10. Ensure that school reports are completed and timely feedback about behaviour, progress or other needs, are provided to parents as needed.
11. 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.
12. Participation in workshops and/or training relevant to the running of the school.
13. Participation in training/workshops relevant to professional development.
14. 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.
15. 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).
16. Shared responsibility for supervision of all pupils during playtime.
17. Cover for absent colleagues as required.

## **TERMS & CONDITIONS**

The salary for this post is £26,000 per annum.

It is proposed that the contract for this post runs from 1 August 2023, although there is the potential for an earlier start.

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 teachers 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, class 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 is additional attendance required on a regular basis for colleague meetings, parent meetings, child interviews, school festivals, planning etc.

There are currently no free places for staff children within the School or kindergarten, although staff experiencing financial hardship may apply for a reduced fee via our concessionary fee process.

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.

## PERSON SPECIFICATION

### ESSENTIAL REQUIREMENTS

An approved Steiner Waldorf Teaching Qualification or a commitment to attend and complete a training course whilst in post; and

A good standard of education, including clear evidence of competency in numeracy and literacy.

Previous teaching/classroom experience, in particular with children and young adolescents.

### IMPORTANT PERSONAL ATTRIBUTES FOR THIS POST

- Genuine commitment to anthroposophy and Steiner education
- Good advocacy skills
- Open and proactively communicative towards parents
- Able to work collegially with other staff
- A genuine wish to work with children from all backgrounds and abilities
- Flexible and positive towards the challenges that face a school in a pioneering situation
- Able to work as part of a small team, with parents and other teaching colleagues
- Skills which will enable all subjects to be presented creatively
- Good administrative ability and competence/willingness to use word processor and email to aid communication.
- Able to cope with pressure, but also able to ask for help if pressure feels too great
- Self-motivated and imaginative
- Well organised and responsible
- Warmth and sense of humour

### DESIRABLE SKILLS

- First Aid, Child Protection, Food safety, disability or SEN training