

Norwich Steiner School

Hospital Lane, Norwich, NR1 2HW, 01603 611175

JOB DESCRIPTION

TRUSTEE

BACKGROUND INFORMATION

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.

It has grown from just three pupils in 2005, to around 100 pupils (with a maximum capacity of 146 pupils), although recently due to graduating classes and VAT being added to school fees, numbers are lower. The school provides education for an age range of 3-19 years old. The school follows the Steiner-Waldorf curriculum throughout the whole school and in all lessons, and has successfully been offering the New Zealand based Level 3 qualification 'the New Zealand Certificate of Steiner Education (NZCSE), to pupils age 16 and above since 2013. It has provided a successful alternative qualification to A Levels & GCSEs, which the school does not 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. Although Trustees are not carrying out regulated activity, they are in a position of trust within the school community and safer recruitment procedures apply. See further the Department for Education guidance in 'Keeping Children Safe in Education/Part three: Safer recruitment'.

MAIN DUTIES OF THE TRUSTEES

The members of the Board of Trustees are Trustees of the Charity and Directors of the Limited Company, and act in a voluntary capacity.

The Board of Trustees is responsible for the effective governance and oversight of the school. It delegates responsibility for the day-to-day management of the school to the School Management Team. The purpose of the Board of Trustees is to hold an awareness of and make decisions about what is in the best long-term interests of the whole school, guided by the school's vision and ethos, the School's Constitution, the Trustees Articles of Association, Charity Commission and Companies House requirements and all relevant Ofsted/Independent school statutory requirements including the Independent School Standards and Keeping Children Safe in Education.

This role requires the trustees to recognize the need to keep an appropriate distance from the day-to-day operational and management activities of the school, whilst ensuring awareness of all activities/operations.

As part of the above, the Trustees are responsible for ensuring that the people with responsibility for leadership and management of the school:

- (a) demonstrate good skills and knowledge appropriate to their role so that the independent school standards are met consistently;
- (b) fulfil their responsibilities effectively so that the independent school standards are met consistently; and
- (c) actively promote the well-being of pupils.

MEETINGS

The Trustees meet in person during the afternoon six times a year (once each half term) as well as committing a small amount of time to being present in the school and supporting extra curricula activities.

PERSON SPECIFICATION

The persons appointed to a Trustee role should possess a range of skills and professional experience in order to enable them to comply with the requirements of the role and **be independent of the school (i.e. people who have no current financial, professional, social, family or other vested interest in the school)**. This is in order to provide objectivity and to avoid conflicts of interest arising.

IMPORTANT PERSONAL ATTRIBUTES, SKILLS AND EXPERIENCE

Essential for all Trustees:

- ***Commitment to attending the majority of trustee meetings and the AGM***
- ***Commitment to liaising with relevant school employees in order to support and ensure good trustee oversight***
- ***Able to demonstrate an understanding of the role of a trustee/the Board of Trustees***
- ***Computer literate and willing to use email communication and the internet as necessary***
- ***Willing to take relevant training (e.g. safeguarding training)***
- ***Able to work as part of a small team and take shared/collective responsibility for decisions***
- ***Professional experience relevant to a required skill area (e.g. Education, Safeguarding, Finance, Health & Safety, HR, Special Educational Needs)***
- ***Willing to meet and speak with Ofsted or other inspection authorities if required***
- ***Commitment to supporting the school's vision and ethos***

Desirable (not essential) skills/experience:

- Experience of being a board member in another sector or a governor/trustee in another school
- Experience of professional leadership
- Understanding of current education policy and legal requirements or demonstrable ability in assimilation and interpretation of policies
- Knowledge or experience of Steiner education
- Links with the community or local business