

# Class Teacher

September 2019

**Appointed by:** The Recruiting Group on behalf of the Board of Trustees

**Reports to:** Education Manager

**Position:** Full Time (37.5 hours)

## Main Features of the Position:

The Class Teacher is part of a team of Teachers carrying responsibility for the Lower School. The Class Teacher is responsible for his/her class of children (which may be a combined class), ideally until the end of Class 7/8.

The current vacancy is for a Class Teacher to take responsibility for Class 1/2.

The Class Teacher has overall responsibility both for the pastoral care of the class and for much of the classroom work (which may include supporting the class in subject lessons), supported in this by the Class 1 Support Teacher, SENCo and Subject Teachers.

## Job Responsibilities

The overarching role:

- To have a secure understanding of the Steiner curriculum, teaching method and the pedagogical principles that underpin them, and to renew this understanding through further study, on-going reflection and discussion of classroom practice.
- To create a harmonious learning environment where pupils feel safe and happy and where they can learn effectively.
- To enable all pupils in the Class to recognise and achieve their potential.
- To develop yourself and your understanding of the pedagogical needs of the pupils in your care.
- To work with other teachers and parents to create a positive culture in which morality, cooperation and personal development are encouraged and supported.

## 1. Core Duties

<b>Class Teaching Duties</b>	To nurture the healthy development of the children's physical, social and cognitive capacities through teaching Main Lessons, and other lessons not taught by subject teachers. To provide a balanced curriculum at a pace suitable to the children's age and development, following the principles of education laid down by Rudolf Steiner and in accordance with the accepted guidelines for the Steiner Waldorf curriculum, in the following areas: English; Maths; Science; Humanities; Art; Handcrafts; Music; Drama; Games.
	To ensure good work and study habits are developed in the class.
	To plan, assess, differentiate and record pupils' work according to the School's Policy for Pupil Assessment.
	To work effectively with Teaching Assistants to best support all pupils.
	To liaise with subject teachers.
	To liaise and work with the SENCo on meeting the needs of all children in the class, including those with an EHCP. This will include writing, implementing and reviewing GAPs and SAPs, and conducting regular assessments.
	To maintain good discipline so that learning can take place in the class and the provisions of the School's Health and Safety policy are met.
	To prepare the class for festivals and class plays.
	To organise and participate in class outings, trips and events.
	To maintain the classroom to a high standard of cleanliness and aesthetics.
	Continually observe pupils in your care in order to better understand their needs and to work with parents and other teachers to develop this understanding.
<b>Administration</b>	To file all data on pupils appropriately – including assessments, reports, meeting notes and minutes.
	To organise materials for class use within agreed budgets, and liaise with those responsible for purchase.

	To take on administrative tasks when inspired or required by the Board of Trustees.
<b>Communications with Parents</b>	To organise and present termly parents' evenings.
	Provide opportunities for parents to discuss their child's progress with yourself. This will include whole-school parents evenings, but not be limited to these events
	To liaise and meet with parents when necessary and to make visits to their homes when appropriate.
	Provide opportunities for parents to deepen their understanding of the school's priorities and ethos.
	To engage with new parents and children including attending Open Days, conducting admissions interviews and liaising with the Admissions Co-ordinator.
<b>General Duties</b>	To develop an effective working relationship with a mentor.
	To take part in the appraisal of your own work performance and be prepared to assist in the mentoring/appraisal of colleagues.
	To undertake Continuous Professional Development (CPD) and to regularly reflect and review personal development.
	To work as an active member in the wider Alder Bridge School community including all staff, trustees, parents and friends to develop, promote and protect the wellbeing of the school and the community.
	To share responsibility for supervision of all pupils during non-class hours within the school day, including break/lunch duties.
	To cover for absent colleagues as required.
	To attend out of school hours meetings when necessary, in particular the weekly Lower School Teachers Group meetings.
	To participate in festivals, work , study and Inset days and Open Days during school holidays or weekends as required.
	To read, understand and follow all school policies and rules. To abide by them and enforce them on behalf of the Board of Trustees. In particular to

	promote a safeguarding attitude to working with children, taking all reasonable measures to ensure that the risks of harm to children's welfare are minimised.
	To deliver First Aid as required in line with the school's First Aid policy.
	Any other duties reasonably requested by the Board of Trustees (or Education Manager), that are in keeping with the duties of a Class Teacher.

## Required Qualifications, Skills and Attributes

### Qualifications/Experience

Essential	Desirable
An approved Steiner Waldorf Teaching Qualification or equivalent appropriate experience (It may be possible to consider applicants who are undertaking Steiner Waldorf Teacher Training).	Qualified Teacher Status.
A committed individual with a deep interest in and knowledge of Steiner Waldorf education and its curriculum, with an ability to continually develop it, plus interest in and understanding of the human being and human development underlying the education.	Proven, successful teaching experience in another Steiner-Waldorf school.

### Skills/Qualities

Essential	Desirable
An ability to relate to and work with children in groups and individually and to understand and meet their pedagogical needs.	Ability to develop Safeguarding practice in the school.
A proven ability to engage with and inspire children.	Musicality.
Ability to communicate and cooperate well with colleagues and parents	Specialism in English or Maths.
Capability of working both as part of a team and independently.	

Good communication skills, both orally and in writing.	
Good organisational ability with good administrative skills.	
An ability to maintain a high level of confidentiality.	
Resilience and an ability to cope well under pressure.	
Willingness to reflect and review personal development.	
Open mindedness.	
A sense of humour.	
Ability and willingness to participate in additional whole school activities	

#### Other

Essential	Desirable
The School is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. All post-holders are subject to a satisfactory enhanced DBS and barred list check. All staff have to undertake Child Protection Training.	
Successful completion of Child Protection Training (This may be completed once employed by Alder Bridge School, but this must be done on/pre appointment)	
Able and willing to train in First Aid and to deliver First Aid in line with the schools First Aid Policy.	

#### Salary

Class teacher salary: £20,397 - £25,018 depending on experience.

The job description is subject to review and therefore subject to variation to reflect changes in the requirements of the post.

