

Michael Hall

a Steiner Waldorf School



Class Teacher

Annual salary of £24,102-£30,024 per annum
depending on experience

Start Date: September 2019

Closing date: Friday 15th February 2019

Class Teacher

In this application pack you will find information about the position, a **job description** which outlines the tasks that the successful candidate should expect to undertake once in post, and a **person specification** which outlines the kind of person we are looking for. Some general information about the school, our Safeguarding Policy and a **standard application form** valid for all vacancies are to be found in the Job Opportunities page of the school's website. Please read this information carefully.

Details of this role are as follows:

Working hours: 08.00-17.00 Monday to Friday with a 45 minute lunch break, plus preparation, meetings and school events outside these hours, as required.

We currently work a 35 week teaching year.

Contract type: Permanent.

Annual leave: School holiday dates, (excl. inset days and other dates set by the school).

Salary: £24,102-£30,024 per annum depending on experience

Start date: September 2019

If you have any queries or need further information about the position please do not hesitate to contact HR on 01342 828256 or email HR@michaelhall.co.uk

Application process

To apply for this role you will be required to complete the school's standard application form (which you can find on the Job Opportunities page of our school website) and return it electronically to hr@michaelhall.co.uk or by post with any requested supporting documentation.

Please note that it is not necessary to enclose a separate CV, although you may do so if you wish – however, we still require a completed application form.

You will be notified as soon as possible after the closing date, if you have been selected for an interview.

If you do not hear from us in the two weeks following the application deadline, your application has been unsuccessful on this occasion.

Previous applicants need not apply.

Michael Hall School values the diversity of its community and aims to have a workforce that reflects this. We therefore encourage applications from all sections of the community.

Michael Hall 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 positions are subject to an enhanced DBS check.

Class Teacher Role and Responsibility

The Class Teacher is responsible for holding the class and will be expected to teach the Main Lesson curriculum. The class teacher will be part of a team of teachers working in the Lower and Middle School . The class teacher will teach a group of up to 26 children. The class teacher takes primary responsibility for teaching the class, supported where appropriate by specialist subject teachers, and is the first port of call for pastoral matters in the class.

Working hours for teaching staff are 8.00am to 5:00pm Monday to Friday during term-time, including in-service training days e.g. INSET Days and other days as set by the School.

Teaching Duties

The class teacher will provide a balanced curriculum and maintain progress of all pupils in the class through the relevant subjects at a pace suitable to their age and development and in line with the principles of education set out by Rudolf Steiner. Michael Hall maintains a written statement of the school curriculum which is available to all teachers.

The curriculum includes:

- Writing, reading and the study of English grammar and literature in general.
- Maths, Geometry, Astronomy
- Geography/ geology
- General science (Chemistry/ Physics and Biology)
- History including fables and legends.
- Art (drawing, painting, clay modelling, pottery)
- Hand crafts
- Music (singing/ recorder/ pipe)
- Religion- through stories

As class teacher your responsibilities will include:

- Maintaining the ambience of the class and its physical surrounding suitable to the tasks to be undertaken;
- Planning lessons appropriately;
- Maintaining clear records and tracking, in accordance with statutory and school requirements;
- Maintaining good discipline;
- Liaising with colleagues and parents;
- Organising materials for class use and liaising with those responsible for purchase, keeping within an agreed budget;
- Participating in the admissions process for new pupils;

- Holding Parent Evenings and individual consultation sessions with parents, including home visits where required;

Duties and expectations:

- Attend lower school teachers meetings, and other meetings as required.
- Participate in providing cover for break time and cover for absent colleagues.
- Any other duties reasonably requested by the school.
- Familiarise yourself with and adhere to the school's policies and procedures and to support their implementation including the Equal Opportunities and Health and Safety policies.
- Undertake appropriate preparation, study and training as necessary both for the effective delivery of the curriculum and to advance the school's ethos, principles and objectives; to engage in the constant reflection and personal development of yourself; and to commit to deepening your understanding of Anthroposophy and Steiner Education.

Person specification

Essential

- Committed individual with a deep understanding of Steiner Waldorf education.
- Approved Steiner Waldorf Teaching Qualification and/or B.Ed/PGCE in primary education.
- Self-motivated and imaginative.
- Ability to communicate effectively with colleagues and parents.
- Flexible and positive attitude to work.
- Capacity to deliver the curriculum in an artistic and creative manner.

Desirable

- Proven successful class teaching in a Steiner Waldorf school.
- First Aid at Work Certificate.
- Teaching experience in a secondary subject.