



Application Pack

Class Teacher
Full time position

Salary between £28,152 and £35,073 depending on experience

Start Date: September 2024

Human connection in all we do

www.michaelhall.co.uk email: contact@michaelhall.co.uk

Kidbrooke Park, Priory Road, Forest Row, East Sussex, RH18 5JA. Tel 01342 822275 Fax: 01342 826593

Company Number: 539034. Registered Charity Number: 307006



Welcome from our Principal

Dear Candidate,

Thank you for your interest in the Class Teacher role. I am delighted that you are considering applying to take up this exciting position at Michael Hall School.

The Waldorf approach to education, the foundation of our learning at Michael Hall, is both innovative and insightful. Our students achieve highly across a wide range of areas, each one carefully crafted to meet them appropriately at their childhood developmental stage.

With over a hundred years of experience to draw on, as well as membership of an international community of schools, the success of our approach to education is well-proven. Central themes of innovation and enquiry, along with self-reflection and creativity, ensure that it remains at the forefront of contemporary education in a fast-changing world.

Our learning at Michael Hall extends well beyond the academic. Students make the most of our incredible outdoor facilities, such as the walled vegetable garden, the theatre, handwork huts, lake and extensive woodlands. Our trips and residential visits offer students a range of exciting, immersive learning experiences, and add enormous value to their conceptual understanding in class.

We strive for and deliver excellence in all aspects of our educational provision. We believe wholeheartedly in creating a community that is centred on kindness and compassion for others and in developing pastoral systems that support our children and their families through whatever challenges they may be facing. Every child in our care is encouraged to find their voice and flourish.

The successful candidate will be joining a school that is looking forward to a very bright future. Alongside key facility development, we are looking to strengthen all areas of our provision, not least the recruitment and retention of outstanding staff. We are nestled within an extensive estate, supported by Historic England, and situated on the edge of the Ashdown Forest. Many of our existing buildings are steeped in history dating back to the 1700s, which sit alongside a more modern, state of the art Gym and a world class Theatre.

Our provision ranges from when parents begin to bring their children to our hugely popular Parent and Child groups, through to when the students are ready to leave us at 18. Most recently, our application to extend our current Kindergarten to welcome children from the age of two has enabled us to enrich the experiences for the very youngest children in our care.

My hope is that you are inspired and encouraged enough by what you read in these pages to apply and that before very long, we will be welcoming you to our wonderful community at Michael Hall School.

My very best wishes for your application,



Sarah Stokes - Principal

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Class Teacher

Thank you for your enquiry about the above vacancy.

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 online application form** for all vacancies can be found in the Job Opportunities page of the school's website.

Please read this information carefully.

The details of this role are as follows:

Working hours:	08.00-17.00 Monday to Friday, plus preparation, meetings and school events outside these hours, as required.
Contract type:	Permanent.
Annual leave:	School holiday dates, (excl. INSET days and other dates set by the school).
Salary:	£28,152 and £35,073 Dependant on experience
Start date:	September 2024

If you have any queries or need further information about the position, please do not hesitate to contact a colleague from the People and Culture team at HR@michaelhall.co.uk

I look forward to receiving your application.

Yours faithfully,



Rowan Michael

Head of People and Culture

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Job Description

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, taking on the 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 atmosphere 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;

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- 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.

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Application process

To apply for this role, you will be required to complete the school's standard online application form (which you can find on the Job Opportunities page of our school website).

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

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.

BENEFITS OF WORKING AT MICHAEL HALL SCHOOL

- Free parking on site
- Staff discount on fees for children
- Bike to work scheme
- Access to discounts at retailers and more through our partnership with Bright HR

For more information and to find an application form, please visit our website:

<https://michaelhall.co.uk/job-opportunities/>

Michael Hall School is committed to safeguarding and promoting the welfare of children, and expects all staff to share this commitment. A successful application will be dependent upon a satisfactory enhanced DBS check and other safeguarding checks and screening, including references. All staff have a key role to play in identifying concerns early and in providing help for children, and are expected to act in accordance with the School's Safeguarding & Child Protection Policies which are available on our website.

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