

## Job Description

### Part time subject teacher(s) – Handwork



Tenure	This is a part time cover post(s), teaching Class 4 & 5 for 1 ½ hours per week each for the academic year 2018/19
Rate of Pay	The job is paid at scale point D, £17.39ph contact time
Holidays	28 days (including bank holidays) (pro rata) to be taken during the school holidays
Education and qualifications	Ideally the successful candidate would be trained as a Steiner Waldorf teacher. However a state teaching qualification, an active interest in Steiner Waldorf methods and a willingness to train will be taken into account.
Person Specification Attributes/skills required	<p>The successful candidate will be</p> <ul style="list-style-type: none"> <li>• able to provide evidence of their competency in their specialisation</li> <li>• organised and responsible, self-motivated and flexible</li> <li>• able to work both as part of a close knit team and on their own initiative</li> <li>• able to work under pressure.</li> <li>• committed to working with Anthroposophy particularly in relation to the developmental stages of the child</li> <li>• imaginative and creative,</li> <li>• have a positive attitude to work</li> <li>• be a good communicator: with children and colleagues and have an ability to form good relationships with the children</li> <li>• display tact and sensitivity</li> <li>• be realistic in expectation of child’s achievement/behaviour and knowing when to assist and when to step back</li> </ul>
Attributes/skills desirable	<ul style="list-style-type: none"> <li>• The ability to work artistically with their subject</li> <li>• An emergency First Aid qualification, or willingness to undertake such training</li> </ul>
Duties and responsibilities	<p>You will provide a balanced curriculum and maintain progress records of all class members in the subject offered, at a pace suitable to their age and development and according to the principles of education laid down by Rudolf Steiner.</p> <p>The subject teacher will</p> <ul style="list-style-type: none"> <li>• be responsible to the SMG, via the Education Mandate group</li> <li>• ensure that all lessons are planned appropriately with clear learning objectives taking into account the needs of individual children.</li> <li>• ensure that good working habits are developed in the class</li> </ul>

<p>Duties and responsibilities (cont.)</p>	<ul style="list-style-type: none"> <li>• maintain appropriate discipline so that all children can learn and the schools Health &amp; Safety policies are met.</li> <li>• mark and evaluate pupils work where necessary</li> <li>• take part in the appraisal of his/her own work performance and where appropriate, to assist in the appraisal of colleagues.</li> <li>• keep written records of children’s progress</li> <li>• liaise with the class teacher with regard to progress and behaviour of the children</li> <li>• organise materials for class use and liaise with those responsible for purchase.</li> <li>• monitor and keep to budgets agreed.</li> <li>• prepare individual end of year reports for all children taught</li> <li>• cover for absent colleagues when possible.</li> <li>• attend out of hours meetings when required,</li> <li>• liaise with the SENCO regarding any child with SEN</li> <li>• attend training where it is relevant.</li> </ul> <p>Any other duties which may occasionally be required by the SMG</p> <p><b>York Steiner School is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment.</b></p> <p><b>Applicants must be willing to undergo child protection screening appropriate to the post, including checks with past employers and passing an enhanced DBS check.</b></p>
<p>Induction</p>	<p>The Education Mandate and HR Mandate will take responsibility for providing induction, mentoring and appraisal.</p> <p>Each teacher will be given a mentor, who would be their first point of contact for any questions or concerns</p>
<p>Management and supervision</p>	<p>The Teacher is responsible through the Education Mandate to the School Management Group (SMG) and the Board of Trustees</p>

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Applicants must be willing to undergo child protection screening appropriate to the post, including checks with past employers and passing an enhanced Criminal Records Bureau check.

York Steiner School is an equal opportunities employer and is committed to ensuring that every job applicant or employee receives equal treatment irrespective of sex, marital status, age, race, nationality, disability, sexuality or religious belief