

## Job Description

### Part time subject teacher - Woodwork



Tenure	This is a part time post (14% of full time) for the academic year 2018/19
Rate of Pay	14% post with a salary range of £2,610 - £2,961
Holidays	28 days (incl 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>• interested in Anthroposophy</li> <li>• organised and responsible.</li> <li>• able to work both as part of a close knit team and on their own initiative</li> <li>• self motivated</li> <li>• imaginative</li> <li>• flexible and have a positive attitude to work</li> <li>• a good communicator, with children, parents and colleagues</li> <li>• able to cope with pressure.</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 and modified where appropriate by the Education Mandate Group.</p> <p>The subject teacher will</p> <ul style="list-style-type: none"> <li>• be responsible to the School Management 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> <li>• maintain discipline so that the learning objectives of the class and the school's Health and Safety policy are met.</li> <li>• mark and evaluate pupils work where necessary</li> </ul>

Duties and responsibilities (cont.)	<ul style="list-style-type: none"> <li>• ensure that appropriate study materials are available in good time and that homework, when given, is marked so that timely feedback to pupils may be provided.</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, in negotiation with the Administrator/School Management Group</li> <li>• liaise with the SENCO regarding any child with SEN</li> <li>• Occasional covering for absent colleagues</li> <li>• attend weekly pedagogical meetings – frequency tbd</li> <li>• attending other occasional out of hours meetings when required, and in negotiation with the Administrator/School Management Group</li> <li>• attending training where relevant and take responsibility for own CPD and training updates</li> <li>• always work with H&amp;S at the forefront of your mind</li> <li>• share responsibility for maintaining the woodwork room</li> <li>• share responsibility for the supervision of all pupils out of lesson time within the school day</li> <li>• share responsibility for the security of the school premises at the end of the school day</li> <li>• upholding and maintaining up-to-date knowledge of all school policies (including Health and Safety and Child Protection)</li> <li>• Any other duties which may occasionally be required by the School Management Group / Education Mandate.</li> </ul>
Induction	<p>The Woodwork Teacher will be expected to work with a mentor appointed by the Education Mandate</p> <p>The Woodwork Teacher is responsible through the School Management Group to the Board of Trustees</p>

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.

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