



Exeter Steiner School *Job description*

Job title: Class one teacher
Responsible to: Chair of Trustees
Reporting to: Teaching group

Context

Exeter Steiner School is a small school based in Exeter, Devon. We began in 1997 as a kindergarten project in a shared community building and have since grown into a full primary school, offering parent and toddler groups, as well as kindergarten and classes (currently classes one and two) for 34 children. Since 2006 we have been in a permanent site in a former family centre on the western edge of the city.

Class one in September 2010 will be the first year of a combined class. The class one teacher will join a teaching group consisting of one other class teacher (class two/three), a teaching assistant, a kindergarten teacher and two kindergarten assistants, plus two parent and toddler group leaders. The school is a registered charity and the Board of Trustees is responsible for the school's affairs.

Main purpose of post

1. To teach the Steiner Waldorf curriculum including:
 - The main lesson and additional subject lessons (including teaching subject lessons to other classes).
 - Accompany the class in subject lessons with other teachers where necessary.

2. To take overall responsibility for the class including:
 - Record keeping, in accordance with statutory and school requirements;
 - Supervising, managing and assessing the pupils;
 - Liaising with colleagues and parents;
 - Organising and supervising the class's participation in trips, festivals and other activities;
 - Management of the classroom environment;
 - Participating in breaktime cover;
 - Participating in the admissions process for new pupils.
 - Holding Parent Evenings and individual consultation sessions with parents.

3. To attend teacher and other meetings as required.

4. To participate in providing cover for absent colleagues.
5. To support the school's ethos, principles and objectives.
6. To undertake the 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.
7. To be aware of the school's policies and procedures and to support their implementation.
8. To participate with other colleagues in teacher administration responsibilities for the whole school.
9. Any other duties reasonably requested by the school.
10. The postholder is required to operate within the school policies including the Equal opportunities and Health and Safety policies.
11. The job description is current but liable to variation to reflect or anticipate changes in the requirements of the post.

Responsible to:

The position reports to and is accountable to the Chair of Trustees and is supported in day-to-day matters by the teaching group.

Other information

Exeter Steiner School is an equal opportunities employer and operates a Rehabilitation of Offenders Policy as appropriate to a school setting.

Person specification

Essential

- Steiner Waldorf teacher qualification, preferably with class teaching experience. Early years teaching experience would also be an advantage.
- Suitability to work with children and ability to undertake an Enhanced Criminal Records Bureau disclosure.
- Ability to work in a small, close knit team and willingness to work with colleagues in the continued development of the school and the curriculum;
- Good written and verbal communication skills. Ability to liaise effectively with pupils, staff and parents.
- Ability to work on own initiative and as part of a teaching team.
- Flexible approach to work and ability to work under pressure.
- Good organisational skills and an ability to work effectively.

Candidates from abroad will be asked to provide criminal records clearance from countries of residence, as well as evidence of eligibility to work in the United Kingdom.

Candidates must have the right to work in the United Kingdom prior to application.

Desirable

- Basic knowledge of Health & Safety.
- Qualified first aider or willingness to undertake First Aid Training.

Conditions

The post is a full time post. Normal teaching hours are 9am to 2pm, but the timings for this class have yet to be finalised, according to the composition of the class and consultation with teachers and parents. We currently work a 37 week school year. **Remuneration** £12,000

How to apply

Please send a letter of application, together with a full CV and the names of at least two referees, one of which should be a professional referee, to

Jenny Salmon
Exeter Steiner School
80, Merrivale Road
Exeter
EX4 1PT

or email exetersteinerschool@phonecoop.coop, putting the words “**class one teacher**” in the title of your message.

Deadline for completed applications 12th March 2010

Please note - All new appointments are subject to satisfactory references, completion of a medical questionnaire and CRB checks.