

## **The St Michael Steiner School**

### **CLASS TEACHER Job Description**

Responsible to: College of Teachers and School Trustees

Salary: £31,580 pa

Hours: 40 per week (core hours 8am to 4pm) including some evenings and weekends and holiday time preparation

Holiday: 6 weeks per annum

#### ROLES AND RESPONSIBILITIES

Class Teachers:

- will promote and support the educational principles of Steiner Waldorf Education and will be responsible for planning and delivering the Main Lessons for their own Class and for any other classes they might be teaching as a Subject teacher.
- are responsible for the overall welfare of the children in their class and to care for and respond to the children's individual needs, according to school Safeguarding Policies and Procedures and with due regard to the statutory Keeping Children Safe in Education (September 2018).
- will work collegially as part of the school team, comprised of Class teachers, Subject teachers, Administrative staff and assistants. The strength and cohesive qualities of this team is vital to the healthy development and long-term growth of the School.
- when required, may work together with the Designated Member of Staff for Safeguarding, Special Educational Needs coordinator and liaise with other agencies e.g. L.B. Hounslow Advisory services, Independent Schools Inspectorate, Steiner Waldorf School Fellowship, Independent Schools Association as needed.
- work within the school policies, procedures, guidance and the Staff Code of Conduct, as detailed in the Staff handbook and available on the school website.
- attend statutory and other on-going training as required.
- are responsible for supporting a beautiful classroom environment
- are responsible for assessing and monitoring the progress of the pupils in their class, as well as any other children they may teach, and for keeping appropriate records
- will attend Lower School weekly meetings, occasional whole school faculty meetings and other meetings as required.
- should expect to be invited to join the College of Teachers after one year's service or after a settling-in period, and be prepared to take on the responsibilities that come with being part of the body that directs the school.
- will have a mentor appointed to them. The school has a policy of peer observation and co-mentoring.
- will update relevant sections in the Lower and Middle School Directory annually, and produce Newsletter contributions from time to time, together with colleagues.
- conduct a home visit to each family at the beginning of Class 1. [This is subject to being invited]
- are expected to host a parents evening at least once per term.
- should arrange to meet and correspond with parents regularly to share and discuss individual children's progress and development. Developing a relationship of trust with the parents is essential.

## **PERSONAL SPECIFICATIONS**

Steiner Waldorf Class teaching qualification or in training: Essential

To have a commitment to a deepening of their own understanding of Anthroposophy: Essential

Experience working within a school environment: Preferred

First Aid Training or willing to undertake one arranged by the school: Preferred

## **PERSONAL QUALITIES**

- The St. Michael Steiner School is led by the College of Teachers. This means that the majority of class teachers in the school are not only responsible for their own class but contribute to the general management of the school. The ideal candidate should be willing and able to carry responsibilities, be interested and find joy in working as part of a team.
- To strive to be a positive role model, worthy of imitation by the children in their care.
- To be a committed, reflective practitioner, striving for truth and authenticity within their understanding of the pedagogy.

PLEASE NOTE: The St Michael Steiner School will ensure that all applicants and staff are fully vetted under safeguarding and child protection procedures as stated in Part 4 of the Schedule to the Education (Independent School Standards) Regulations 2014 and the DfE statutory guidance: Keeping Children Safe in Education (2020; updated January 2021)

If you are considering applying for a position at the school you should also familiarise yourself with our [Safer Staff Recruitment Policy & Procedure \[August 2023\]](#).

The St Michael 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. All staff, regular volunteers and trustees are subject to an up-to-date Enhanced Disclosure and Barring Service (DBS) check prior to taking up their post or role. We are an equal opportunities employer.