



Job description - Middle School Class Guardian

Context:

Steiner Academy Exeter is a state funded school which opened in September 2013 and moved into our permanent, purpose built home in September 2015. We are adding year groups at reception (kindergarten) and class 6 (Y7) every year until we reach our full capacity of 624 children from 4-16 years in 2021. We will start the 2018 - 2019 academic year with approximately 460 pupils.

The upper school classes (9 and 10) are supported by an Upper School Guardian, the lower school classes (1-6) by a Class Teacher. In classes 7 and 8 the role of pastoral support and contributing teacher is a hybrid of the two roles, both in nature and in the name of Class Guardian.

The Class Guardians will be expected to work closely together as a team, looking for opportunities to maximise collaboration between groups and to manage a smooth transition between lower and upper school.

In addition to carrying the pastoral responsibility for one class, the Class Guardian is likely to teach main lessons in up to four different classes and to develop one or more subject specialisms.

Some of the classes in the Middle School will have had a class teacher for several years, having started their journey with us. Some will have joined the school as a new class 6 (Y7) intake, comprising students from a variety of schools.

Job purpose:

The primary focus of this post is to provide an excellent educational experience for students aged approx. 12 - 14, working with Steiner-Waldorf methodology, its curriculum guidelines and developmental approach.

Responsible to:

Principal

Key working relationships:

- Principal, Vice Principal and Senior Leadership Team;
- SENDCo and SEN Support Team;
- Class Teachers, Upper School Guardians and subject leads;
- Representatives of external support agencies and other schools;
- Safeguarding officers.

Other professional relationships:

- Parents;
- School support staff.

Main responsibilities of the post:

Teaching and learning

- To teach the Steiner Waldorf curriculum including:
 - The main lesson (generally two hours per day)
 - Additional subject lessons (including teaching subject lessons to other classes). The total number of timetabled lessons to be taught is not fixed but will be in the region of 27 per

week. A lesson is generally 40 minutes long and the main lesson is therefore counted as three lessons, i.e. 15 of the 27. In addition to the 27 lessons a week the teacher will be expected to teach cover lessons as required and to supervise outside of timetabled lessons, including before and after school and during break and lunch times.

- To take responsibility for the management of a class, including:
 - recording and assessing the pupil progress in line with the school's assessment framework;
 - supervising and managing pupil behaviour, working closely with the SEND and Behaviour Teams;
 - liaising with colleagues and parents;
 - management of the classroom environment;
 - participating in the open days, inductions for new pupils/classes;
 - organising and supervising the class's participation in trips, festivals and other activities;
 - contributing to the School Improvement Plan.

Standards and quality assurance:

1. To actively and constructively work with colleagues throughout the school to deliver effective education and help the smooth day-to-day running of the whole school;
2. To support the aims and ethos of the school;
3. To maintain confidentiality at all times;
4. Set a good example in terms of dress, punctuality and attendance;
5. Attend and participate in open evenings and student performances;
6. To undertake appropriate preparation, study and training as necessary both for the effective discharge of this role and also to advance the school's ethos, principles and objectives;
7. Attend team and staff meetings;
8. To be aware of the school's policies and procedures and to fully compliant in their implementation;

The above list is not exclusive or exhaustive and the post holder will be required to undertake such duties as may reasonably be expected within the scope of the post. All members of staff are required to be professional, co-operative and flexible and undergo reasonable and directed professional development. This may require out of 'normal hours' and personal study which may be unpaid.

Person specification - Essential to this post

Qualifications and training:

- Steiner Waldorf or other suitable teaching qualification;

Knowledge and understanding:

- Excellent understanding of the Steiner Waldorf curriculum as it relates to class 6 upwards;
- Ability to work effectively in a team and keen to work with colleagues in the development of the school in its pioneering phase and beyond, and with its curriculum;
- Awareness of the challenges and opportunities that attach to working in a Steiner school within the maintained sector;

Experience:

- Class teaching experience, preferably in a Steiner Waldorf setting;
- Experience of working with children from a wide variety of backgrounds, including children with special educational needs.

Professional qualities:

- Ability to establish and maintain excellent professional relationships with pupils, parents and colleagues;
- Ability to set high expectations of all pupils and be committed to raising educational achievement;
- A flexible approach to working in a pioneering school environment;

- Excellent verbal and written communication skills, with the ability to communicate effectively with pupils, colleagues and parents;
- Ability to maintain confidentiality;
- A commitment to bringing Steiner education to children who would not otherwise have access to this form of education.

Person specification - Desirable:-

- A willingness to develop and teach a subject specialism in addition to the class teacher role;
- Experience of working in state education;
- Qualified teacher status;

Remuneration

Salary range £24,800 - £28,000, depending on organisational and pastoral responsibilities.

This is a permanent post, based on 44 weeks per year (term-time and some holiday working).

Essential application information

Steiner Academy Exeter is committed to safeguarding children and young people and expects all staff and volunteers to share this commitment. Candidates must be suitable to work with children and will be expected to undertake an advanced DBS disclosure.

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

Applications for the post must be made on the standard application form, which can be found on our website at <http://www.steineracademyexeter.org.uk/current-vacancies>

Closing date for receipt of completed applications 12 noon on Monday July 2nd 2018

Interviews will be on July 9th and 10th

Invitations to interview will be sent out on 3rd July.

Please be aware that the SAE is not able to guarantee a school place for the children of staff. Whilst every effort will be made to ensure that staff who wish to enrol their children in SAE will be able to do so, the school's admissions arrangements and its statutory commitments to inclusion mean that no commitment can be made or certainty offered.

Alan Swindell, Principal June 2018