

## Upper School Coordinator

<b>Position:</b>	Upper School Coordinator
<b>Appointed by:</b>	School Leadership Team
<b>Reports to:</b>	Education Manager
<b>Position:</b>	Part time position, 15 hours per week (term time, including INSET days, plus 4 weeks – to be confirmed/agreed with the postholder)
<b>Core Hours:</b>	Core hours: 2 days a week, 8.00am – 4pm (with 30 minutes break, unpaid) plus occasional evenings and weekends.
<b>Salary:</b>	Part-time 2 days/week, term-time (including INSET) plus 4 weeks: £9481.63 pa. Part-time 1 day/week, term-time (including INSET) plus 4 weeks: £4740.82 pa.
<b>Type of Contract:</b>	Permanent
<b>Deadline for Applications:</b>	Monday 1 <sup>st</sup> March 12noon
<b>Start Date:</b>	March/April 2021 (initially 1 day a week, building to 2 days a week from Sept 2021)

**This school is committed to safeguarding and promoting the welfare of children and young people and expects all staff to share this commitment**

Cambridge Steiner School is looking for someone who is highly capable and committed, with a deep interest in Steiner Education and Integrated Education, to fulfil the role of Upper School Coordinator. Cambridge Steiner School is seeking to develop an innovative and modern Upper School department with provision for 14-16 year olds, offering the new Crossfields Institute Integrated Education qualifications as part of its pioneering approach to education. The Upper School Coordinator will work closely with the School Leadership Team (SLT). The role is one of facilitation, coordination, oversight and quality assurance but it is also a development role, helping to ensure the successful consolidation and growth of this new initiative. The post holder will hold the oversight of the whole provision allowing them to see what the strengths and weaknesses are and how to improve. They will ensure the smooth running and successful development of the department through effective planning and coordination.

## About our school

Cambridge Steiner School is a small non-selective, co-educational independent school and is part of the Steiner Waldorf Schools Fellowship. We provide a dynamic and progressive education for children aged 2 to 16 years. Situated on a single site, located on the outskirts of Cambridge in the delightful village of Fulbourn, we welcome children from all over Cambridgeshire and beyond.

At the Cambridge Steiner School, we strive to give children the gift of an education that will nourish the whole life of the child. To this end, the academic, social, moral, and spiritual growth of every child is held as a central objective of our education. Children's capacities and personal abilities are helped to unfold by providing them with a rich and carefully planned curriculum that enhances their own natural developmental growth.

Our school community encompasses families from diverse cultural, racial and socio-economic backgrounds. We offer a warm welcome to all, regardless of culture, creed, race, gender, sexuality or disability and promote an ethos of mutual respect and tolerance for all.

## Key Features of the Role

- To hold the oversight of the whole of the Upper School in collaboration with the Upper School Lead Teacher
- To ensure that Cambridge Steiner School is awarded Centre Approval in order to become an awarding organisation for the Crossfields Institute Integrated Education (IE) qualifications
- To be responsible for Internal Quality Assurance for the work and assessment of student's work in relation to the Crossfields Institute IE qualifications
- To be responsible for liaising with Crossfields Institute Learning and Crossfields Institute Awarding, as the awarding and External Quality Assurance bodies for the Crossfields Institute IE qualifications
- To be responsible for applying for grants, attracting investment etc in line with the Upper School Development Plan
- To be responsible for exploring other funding streams such as providing services for home-schooled children as an Awarding Centre for the IE for other providers
- To be responsible for the development of a Foreign Student program to bring in revenue for the Upper School
- To compose the sections of the SEF and SIP pertaining to the Upper School
- To ensure that the Upper School meets all the statutory requirements in the Independent School Standards
- To ensure the smooth running of the department through effective planning and coordination
- To facilitate the day to day management of the department

- To ensure that teachers meetings are well planned to make best use of teacher's time and to nurture the Upper School as a learning community in which teachers support one another in improving all aspects of their teaching.
- To ensure that mentoring and appraisals are carried out to good effect
- To ensure that policies that pertain exclusively to the Upper School are up to date and reviewed regularly
- To ensure risk assessments for educational activities are in place and adequate
- To regularly represent the Upper School at SLT meetings
- To liaise with SBM to ensure that the Upper School budget is used effectively and that necessary resources are ordered in a timely fashion
- Working with other colleagues such as the School Business Manager, SLT and Admissions Coordinator, to be responsible for the effective development and growth of the Upper School, through effective planning, management, publicity, outreach, media relations, fundraising, admissions, recruitment and retention of students and suitable staff

### **General Duties**

1. To receive assistance, when appropriate, from a more experienced colleague or a specialist in those areas in which you are less qualified/experienced
2. To take part in the appraisal of your own work performance and be prepared to assist in the appraisal of colleagues
3. To monitor and keep within agreed budgets
4. To attend regular staff meetings
5. To attend out of school hours meetings when necessary
6. To attend inset and training days, as required
7. To participate in school events during school holidays or weekends, as required
8. To take on administrative tasks when inspired or required
9. To familiarise yourself with and adhere to the School's policies and procedures and to support their implementation including the Equal Opportunities and Health and Safety policies
10. To cover for absent colleagues as requested and able (i.e. supply cover)
11. To share responsibility for supervision of all pupils during non-class hours within the school day
12. To undertake break-time duties, as required

## Person Specification

This section details the knowledge, skills and experience required for the role.

Essential	Desirable
<b>Knowledge</b>	
In depth knowledge of Steiner Waldorf education and its curriculum	Knowledge of the anthroposophical basis of Steiner Waldorf education
Knowledge of child development and the curriculum relevant to the age group to be taught	
Knowledge of Crossfields Institute Integrated Education qualifications	
<b>Qualifications and Skills</b>	
Philosophy and Practice of Integrated Education (PPIE) Postgraduate Diploma (must be completed within 2 years of starting the role)	Qualified Teacher Status
Excellent planning and organisational skills	Other Steiner teacher training
Excellent interpersonal skills for working effectively to support colleagues	
Excellent research skills to be able to extract the best from Steiner and conventional practices and from academic research.	
Excellent administrative and IT skills	
Excellent time management skills	
Excellent communication skills, both orally and in writing	
<b>Experience</b>	
Experience in leadership roles	Experience working in a Steiner School
Experience of working with and leading groups	Upper School teaching experience
Experience of school development	
Experience of publicity, outreach and media work	
Experience of fundraising	
Experience of working within and managing on a limited budget	
Teaching experience	

Experience of assessment frameworks, and in particular holistic assessment	
<b>Attributes</b>	
Ability to lead, use initiative and be self-motivating	
Ability to work flexibly, with a positive attitude	
The ability to delegate and empower others	
Ability to work flexibly, with a positive attitude and ability to cope under pressure	
Willingness to develop self and skills	
Willingness to work collaboratively and cooperatively with others	
Resilient	

**Note:** This job description may be amended at any time in consultation with the post holder.

## Essential information

Cambridge Steiner School is committed to Safeguarding and welfare of all children.

All employees will be vetted for suitability to work with children and young people, and all appointments will be subject to the following:

- Satisfactory DBS check
- Satisfactory references
- Proof of eligibility to work in the UK

Application forms can be downloaded from the school [website](#) or obtained from the school office at [reception@cambridge-steiner-school.co.uk](mailto:reception@cambridge-steiner-school.co.uk) or by telephoning 01223 882727.

Completed applications should be returned to Sarah Fox, Education Manager:

[sarah.fox@cambridge-steiner-school.co.uk](mailto:sarah.fox@cambridge-steiner-school.co.uk)