



Upper School Lead Teacher and Class Guardian

Position:	Upper School Lead Teacher
Appointed by:	School Leadership Team
Reports to:	Upper School Coordinator
Position:	Full time, 37.5 hours per week
Core Hours:	Core hours: 8.00am – 4pm term time, including INSET and work days (with 30 minutes break, unpaid) plus occasional evenings and weekends
Salary:	£27 000pa
Type of Contract:	Permanent
Deadline for Applications:	Monday 1st March 12noon
Start Date:	September 2021 (some preparation time may be required prior to the start of term – to be agreed)

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 (CSS) is launching an innovative and modern Upper School department with provision for 14 to 16 year olds that will offer the new Crossfields Institute Integrated Education qualifications. We are looking for a highly resourceful, creative and dynamic teacher to help pioneer this initiative. Someone with a broad knowledge base and enthusiasm for learning that will enable them to teach successfully over a wide range of subject areas in the Upper School. They will hold responsibility for the quality of teaching and learning in the Upper School and ensure that pupils' work is tailored to meet the IE assessment criteria. This is a pioneering role and there will be much curriculum development work needed in the beginning. We are looking for a teacher that will relish the challenge, freedom and responsibility that comes with the creation of something new. You will be part of a small team carrying responsibility for the Upper School (Class 8-10). You will have overall responsibility both for the pastoral care of the Upper School students and for much of the classroom work, supported in this by the Upper School Coordinator and teaching team. You will also collaborate with the Lower School teaching team and will have some teaching time in the Lower School. You will have a proven ability to relate to and inspire children through your creative delivery of the education and curriculum. In addition, you will also have the ability to relate to, communicate and cooperate well with colleagues, parents and the wider community.

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.

Job Description

Lead Teacher and Class Guardian Duties

1. To hold the oversight of the whole of the Upper School in collaboration with the Upper School Coordinator
2. To provide a balanced curriculum at a pace suitable to the pupils's age and development, based on a deep understanding of Waldorf pedagogy/child development, as outlined in the School's Curriculum Policy and in line with the National Steiner Waldorf Teaching Standards and the Independent School Standards.
3. A commitment to exploring and developing innovative educational practice and initiatives found locally and across the globe.
4. To ensure that pupils are given every support to meet the relevant standards for the Crossfields Institute Integrated Education qualifications to the best of their abilities.
5. To develop an Integrated and inspiring curriculum based on the IE qualification specification, with an emphasis on practical project work and meaningful activity, that allows for a personalisation of the educational experience.
6. To be responsible for the assessment of pupil's work in line with the above and in collaboration with the Upper School Coordinator and other teaching staff.
7. To be responsible for preparing pupils for their next phase of education ensuring they have the necessary skills and knowledge to be successful on their chosen path.
8. To seek to understand the pupils, and work creatively to nurture the healthy development of their physical, social, emotional and cognitive capacities, understanding their strengths and weaknesses and structuring work accordingly.
9. To hold responsibility for and provide pastoral care for the Upper School classes, shared where necessary with other colleagues.
10. To engage in pedagogical study/discussion and child observation with colleagues and take a pro-active and compassionate approach to addressing areas of concern/need.

11. To undertake 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; to engage in personal reflection, spiritual devotion and self-development; and to commit to deepening your understanding of Anthroposophy and Steiner Waldorf education work
12. To work openly and collaboratively with parents, organising and presenting Parent Evenings and individual consultation sessions, including Home Visits when required, including them as partners in their child's education.
13. To develop the children's capacity for critical thinking and problem solving, perseverance, academic curiosity and independent study and research, ensuring good work habits are established.
14. To lead and inspire the children, maintaining good discipline and holding boundaries assertively, developing children's confidence and ensuring that effective learning can take place in the class.
15. To arouse within the children a sense of awe and reverence, leading by example.
16. To maintain the classroom to a high standard of cleanliness and aesthetics, suitable to the tasks to be undertaken, modelling care for one's environment and involving the children appropriately.
17. To liaise with subject teachers, learning support and curative staff and facilitate class screening when appropriate.
18. To adhere to the school's Assessment Policy, under the premise of improving and developing teaching and learning to meet the children's needs.
19. To prepare the class for festivals and class plays and support subject teachers with this also.
20. To organise and participate in class outings, trips and events.
21. To keep appropriate records, keep pupil files up to date and record and file all conversations with parents, therapists, educational psychologists, etc.
22. To write yearly pupil reports for parents and collate them with subject teachers' reports.
23. To participate in the admissions process for new pupils.

General Duties

1. To receive assistance, when appropriate, from a more experienced colleague or a specialist teacher in those areas in which you are less qualified/experienced.
2. To work during the first year with a mentor appointed by the School Leadership Team.
3. To take part in the appraisal of your own work performance and be prepared to assist in the appraisal of colleagues, including peer observation.
4. To organise materials for class use and liaise with those responsible for purchase.
5. To monitor and keep within agreed budgets.
6. To attend regular staff meetings (Department meeting on Tuesdays 3:30-5pm and Faculty on Thursdays 3:30-5pm).
7. To attend out of school hours meetings when necessary.
8. To attend inset and training days, as required.
9. To participate in school events during school holidays or weekends, as required.
10. To take on administrative tasks when inspired or required.
11. 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.
12. To cover for absent colleagues as requested and able (i.e. supply cover).

13. To share responsibility for supervision of all pupils during non-class hours within the school day.
14. To undertake break-time duties.

Person Specification

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

Essential	Desirable
Knowledge	
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	
Qualifications and Skills	
Philosophy and Practice of Integrated Education (PPIE) Postgraduate Diploma (must be completed within 2 years of starting the role)	Qualified Teacher Status
An Undergraduate degree	Other Steiner teacher training
Skills and expertise necessary to deliver a balanced curriculum at a pace suitable to the class age and developmental stage	
Ability to closely observe the children, to see them for who they are, their highest potential and the blockages.	
Ability to differentiate lessons in order to meet the needs of all pupils	
Organisational skills necessary to plan and teach effectively	
Good communication skills, both orally and in writing	
Ability to relate to and inspire children	
Skills to present your subject artistically and creatively	
Experience	
Demonstrable experience of delivering learning and/or teaching experience	Previous vocational/professional experience in a field other than class teaching
Experience of working with children aged 14 to 16 years	Experience working in a Steiner School
Experience of working with and leading groups	
Experience of assessment frameworks, and in particular holistic assessment	
Attributes	

Sense of humour	
Ability to use initiative, be self motivating and take responsibility	
Compassionate and empathetic	
Resilient	
Ability to work flexibly, with a positive attitude and ability to cope under pressure	
Open minded	
Willingness to develop self and skills	
Willingness to work collaboratively and cooperatively with others	

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 or by telephoning 01223 882727. Completed applications should be returned to Sarah Fox, Education Manager: sarah.fox@cambridge-steiner-school.co.uk