

## Job Description

**JOB TITLE:** Lower School Class Teacher  
**EMPLOYED BY:** Lancaster Steiner School  
**RESPONSIBLE TO:** Principal/ Senior Management Team

**HOURS:** 0.6 (principally mornings)

**PAY:** Starting salary £16,000-£18,000 pro rata

**JOB SUMMARY:** The aim of this post is to nurture the healthy development of the children's' physical social and cognitive skills in a way appropriate to their age and in keeping with the anthroposophical view of the growing child, as well as the Independent School Standards. The Class Teacher is responsible for the pastoral care and the Main Lesson classroom work for Class 4&5 (ages 9-11) and you will work closely with sessional teachers in particular to ensure that teaching and learning realises the potential of all students, and ensuring equality of opportunity for all.

The Class Teacher will be responsible for a mixed class of children that will not exceed 14.

The Class teacher is part of the College of Teachers, the team which includes responsibility for whole school issues such as policies, festivals and implementation of the School Improvement Plan. You will be supervised and supported by the Principal and/or a mentor appointed by the College.

The post is part time. Attendance at school is required 5 mornings/week from 8.30 am. Additional attendance will be required for festivals, open days and Inset days.

*Lancaster Steiner School is committed to safeguarding and promoting the welfare of children. LSS expects all staff, trustees, and volunteers to share this commitment. The successful applicant will be required to undergo a DBS Disclosure of the appropriate level and training on Safeguarding and PREVENT.*

### **DUTIES AND RESPONSIBILITIES**

#### **The Class Teacher's main duties are to**

- (1) Provide a balanced curriculum in line with the School's Curriculum policy, and ensure progress of all pupils.
- (2) Maintain the ambience of the class and its physical surroundings suitable to the tasks to be undertaken; be present in the classroom for a period of time before after the sessions to ensure smooth running of the session
- (3) Ensure a safe environment for the children in the group, including
  - (a) adherence to the School's Health and Safety policy
  - (b) conducting risk assessments for specific activities relating to the subject
  - (c) responsible for promoting and safeguarding the welfare of the children in your class and throughout the School
  - (d) maintaining hygiene standards
  - (e) ensuring that equipment is well maintained and safe to use
  - (f) ensuring the First Aid kit is taken on any outings
  - (g) reporting any accidents or incidents into the school record books kept in the school office
  - (h) maintain discipline at all time so that the learning objectives of the class are met
- (4) Ensure that activities reflect positively the linguistic, religious and cultural diversity of the community, including the wider UK society.
- (5) Prepare the class for festivals and class plays with other subject teachers if appropriate.
- (6) Organise and participate in class outings and class events related to the class's education.

(7) Curriculum Planning and Record Keeping

- (a) Prepare weekly lesson plans for your subject lessons, which show differentiation and development.
- (b) Implement a scheme of pupil assessment based on clear learning outcomes
- (c) Keep appropriate records including register of attendance, accident and incident books and pupil records of development and termly pupil assessments.
- (d) Write pupils' annual reports.
- (e) Participate in the development of School policies and the School Improvement Plan
- (f) Work within the guidelines set by the Steiner Waldorf Schools Fellowship, OFSTED and DfES.

(8) Staff Relations and Support

- (a) Participate in Teacher Days for staff development, study, review of procedures and policies etc.
- (b) Be in contact with the nominated Mentor on a termly basis or as required; take part in the appraisal of your own work performance and assist in the appraisal and mentoring of colleagues; engage in professional development with guidance as necessary
- (c) Attend weekly College of Teacher meetings, or other out of hours meetings as required
- (d) Other duties as may occasionally be reasonably required by the Senior Management Team

(9) General Duties

- (a) Undertake break duties when requested.
- (b) Cover for colleagues when necessary and reasonably requested on a supply teacher basis.
- (c) Review, develop and uphold the School's policies and decisions

(10) Parent Support and Outreach.

- (a) Talk with parents regarding their concerns and queries, and to hold parent's evenings once a term.
- (b) Attend open evenings for prospective parents on themes relating to Steiner education which will help raise awareness and knowledge of the School and its practice among parents and the wider community.