

**PRINCIPAL JOB DESCRIPTION  
AND PERSON SPECIFICATION**



*Our vision is to develop free, morally responsible and integrated individuals equipped with a high degree of social competence enabling them to embrace their community, sustain their livelihoods and to positively shape the world.*

**SECTION A: JOB DESCRIPTION**

<b>Job role</b>	<b>Principal</b>
<b>Job Purpose</b>	The core purpose is to provide professional leadership and management for Lancaster Steiner School, to promote a secure foundation from which to achieve high standards in all areas of the school's work, whilst maintaining the School's unique nurturing and creative ethos. You will establish high quality education by effectively managing teaching and learning to maximise and realise the potential of all students, ensuring continuous improvement, and ensuring equality of opportunity for all. You will develop and maintain effective partnerships with external bodies, and play a role in contributing to the development of the Steiner Waldorf education system as a whole.
<b>Salary &amp; Hours</b>	This a 0.5 post, starting salary of £32,000 - £35,000 (depending on qualifications and experience)
<b>Directly accountable to</b>	The Council of Trustees (the Governing Body)
<b>Accountabilities</b>	<p style="text-align: center;"><b>1. Shaping the Future</b></p> <p>1.1 Work with the governing body (Council of Trustees) and colleagues to develop and implement a shared vision and strategic plan which inspires and motivates pupils, staff and all other members of the school community.</p> <p>1.2 Work with colleagues and trustees to translate the vision into agreed objectives and operational plans (eg School Improvement Plan) linked to the Independent School Standards which will promote and sustain school improvement.</p> <p>1.3 Motivate and work with others to create a shared culture and positive climate.</p> <p style="text-align: center;"><b>2. Leading Teaching &amp; Learning</b></p> <p>2.1 Monitoring the Quality of Teaching through constant review of the policy and its implementation with the College of Teachers</p> <p>2.2 Enable a consistent and continuous school-wide focus on pupils' achievement, using data and benchmarks to monitor progress in every child's learning.</p> <p>2.3 Implement a diverse, flexible Steiner Waldorf curriculum as well as an effective assessment framework.</p> <p>2.4 Monitor, evaluate and review classroom practice and promote improvement strategies, challenging underperformance where necessary.</p> <p>2.5 Recruitment of teaching staff</p> <p>2.6 Develop and maintain effective strategies and procedures for staff induction, professional development and performance review. This will include</p>

implementation of a mentoring system where required; conducting probationary review and annual appraisals; ensuring staff reviews and peer observations take place by organising a timetable for observations and feedback; ensuring staff have the opportunity to observe good practice in other schools, including with our mentor Steiner school, York and also with Iona in Nottingham

2.7 Liaising closely with external bodies such as the Steiner Waldorf School Fellowship and the Local Authority, including organising advisory visits and CPD pertinent to our School improvement plan and staffing needs.

2.7 Co-ordinating whole school preparations for School Inspections

2.8 Updating the School Improvement Plan and the School Evaluation Template

### **Management of the School**

3.1 Ensure effective planning, allocation, support and evaluation of work undertaken by teams and individuals, ensuring clear delegation of tasks and devolution of responsibilities.

3.2 Convene monthly Senior Management Team (School Manager, Early Years Co-ordinator, SENDCO) meetings

3.3 Convene weekly College (teaching staff) meetings, with a focus on pedagogy, planning, policy and review, including, for example the production of an annual list of dates for staff and parents to be given out at the beginning of the school year

3.4 Plan a timetable for meetings/training sessions which addresses the needs of the School Improvement Plan and staff CPD requirements

3.5 Maintain oversight of the policy review schedule, and ensure their timely review process

3.6 Report to quarterly Governing Body (Council of Trustees) meetings and ensure implementation of resulting actions

### **Strengthening Community**

4.1 Promote the vision of Steiner education and its values positively to different audiences, including parents, inspectors and the local press

4.2 Promote the school to new parents and the wider community, with a view to increasing pupil numbers, including ensuring regular Open Days, widespread publicity, and tours of the school with parents

4.3 Build and contribute to a nurturing, safe learning and community environment free from prejudice and discrimination

4.4 Ensure learning experiences for pupils are linked into and integrated with the wider community

4.5 Collaborate with external agencies in providing for the academic, spiritual, moral, social, emotional and cultural well-being of pupils and their families.

4.6 Create and maintain an effective partnership with parents /carers to support and improve pupils' achievement and personal development.

4.7 Be present at school festivals and community events

4.8 Contribute to the development of the national Steiner Waldorf education system by, for example, engaging with seminars, conferences and training organised by SWSF or other Steiner Schools

4.9 Co-operate and work with relevant agencies to protect children.

### **Developing Self and Working with others**

5.1 Treat people fairly, equitably and with dignity and respect to create and maintain a nurturing and positive school culture and ethos

5.2 Build on the collaborative learning culture within the school and actively

	<p>engage with other Steiner schools and educational institutions to build effective learning communities.</p> <p>5.3 Acknowledge the responsibilities and celebrate the achievements of individuals and teams.</p> <p>5.4 Regularly review own practice, set personal targets and take responsibility for own personal development.</p>
<b>General requirements</b>	<p>All school staff are expected to:</p> <ul style="list-style-type: none"> <li>• Support the Steiner - Waldorf Education principles</li> <li>• Work towards and support the school vision and the current objectives.</li> <li>• Support and contribute to the school's responsibility for safeguarding children.</li> <li>• Work within the school's health and safety policy to ensure a safe environment for children, staff and visitors.</li> <li>• Maintain high professional standards of attendance, punctuality, positive, courteous relations with children, parents and colleagues.</li> <li>• Undertake other reasonable duties related to the job purpose required from time to time.</li> </ul>
<b>Review and amendment</b>	<p>The intention of this job description is that it is enabling rather than restrictive and it will be subject to regular review</p>

## SECTION B: PERSON SPECIFICATION

### Skills Required

Leadership and management skills	Essential
Excellent interpersonal skills, including listening and mediation skills	Essential
Ability to motivate others, work effectively as a member of a team, show initiative and imagination	Essential
Organisational and administrative skills, with the ability to remain calm under pressure and work to deadlines	Essential

### Qualifications/Attainment

An approved Steiner Waldorf Teaching Qualification or a commitment to develop deeper understanding of Steiner Waldorf education through further CPD	Desirable
Qualified Teacher Status	Essential
A high standard of education, including clear evidence of competency in IT, numeracy and literacy.	Essential
Masters Level qualification in Education	Desirable

### Experience/Knowledge

Experience of monitoring children's progress and assessment record keeping	Essential
School Teaching experience	Essential
Basic understanding of the Steiner philosophy and educational practice and demonstrate willingness in following and developing this knowledge.	Essential
Knowledge and understanding of the Independent School Standards, and commitment to their fulfilment	Essential
Knowledge of the statutory requirements of legislation concerning Equal Opportunities, Health & Safety, SEN, Safeguarding and Child Protection	Essential
Experience of managing and developing staff	Essential

### Attitude

Personal integrity, honesty, energy, stamina, enthusiasm, professionalism	Essential
---	-----------

Problem solving skills	
Willingness to engage in school community life	Essential
Approachability and flexibility	Essential
Awareness of the value of Steiner education	Essential
Commitment to their own professional development	Essential

**Safeguarding/checks**

Willingness to undergo DBS check	Essential
Willingness to provide 2 referees	Essential
Willingness to undergo medical checks if required	Essential
Willingness to receive basic in-house training in safeguarding children	Essential