

# Langley Hill Independent School

## Job Description & Person Specification

### **Background:**

Langley Hill is a new flagship independent school in Kings Langley for 3-14-year olds that will open in September 2020. The school will support the development of each person become a well-rounded human being through intellectual, personal and spiritual growth, and so make the world a better place. The School will also draw upon the best of Waldorf principles and pedagogy to deliver a truly unique world-class education.

### **Job Purpose**

The Language Teacher will join a team of colleagues with responsibility for teaching students aged 7 to 14 in the Lower School. Whilst teaching specialist lessons you will have overall responsibility both for the pastoral care of the class and safeguarding and wellbeing of children, supported by the main class teachers.

### **Key Responsibilities**

You will:

Nurture healthy development of the children's physical, social, emotional, spiritual, and cognitive capabilities through teaching Main Lessons, and other lessons taught by subject teachers.

Working within a team of class teachers and other subject specialists, provide a balanced curriculum at a pace suitable to the children's age and development stages, reflecting the best principles of education as defined by Waldorf tradition.

The appointed candidate will be expected to carry out the following duties and responsibilities:

- Ensure good work and study habits are developed in the class.
- Maintain orderly learning environment to ensure safety and well-being of all learners
- Liaise with class teachers, learning support and curative staff and facilitate class screening when appropriate.
- Support the main class teacher help prepare the class for festivals and class plays.
- Participate and where required organise class outings, trips and events.

- Support main class teachers at parents' evenings and liaise and meet with parents when necessary.
- Keep appropriate records secure and ensure that student files are kept up to date with respect to conversations e.g. with parents, therapists, educational psychologists.
- Contribute to student reports for parents as required by the main class teacher to report on progress and achievement.
- Maintain the classroom to a high standard of cleanliness and aesthetics.
- Ensuring the safeguarding and wellbeing of children.

## **General duties**

### **The appointed candidates will be expected to:**

- Organise specialist lessons and teaching materials for class use and liaise with those responsible for resourcing the curriculum
- Share responsibility for supervision of all pupils within the school day.
- Undertake break duties and to cover for absent colleagues as required.
- Attend regular staff meetings, including out of school hours' meetings when necessary.
- Participate in work, study and Inset days during school holidays or weekends as required.
- Take part in the appraisal of his/her own work performance and must be prepared to assist in the appraisal of colleagues.
- Take on and/or support with administrative tasks when inspired or required
- Become familiar with and abide by all school policies and procedures, particularly those related to securing protection, safety, wellbeing and safeguarding of children.
- Promote an attitude of continuous vigilance to ensure children's interests are always protected to the best of your ability.
- Take all reasonable measures to ensure that the risks of harm to children's welfare are minimised by understanding and following the safeguarding policy, child protection policy and procedures.
- Fully comply with the school policies, including Equal Opportunities and Health and Safety.

The job description above is current but liable to variation to reflect or anticipate changes in the requirements of the post.

## **Person Specification (Knowledge, Skills and Attributes)**

- A committed individual with a deep interest in and knowledge of the anthroposophical basis of Steiner-Waldorf education and its curriculum, a proven ability to relate to and inspire children, and an ability to communicate and work well with colleagues and parents
- An approved Steiner Waldorf Teaching Qualification or equivalent appropriate experience or at least one of the following
  - Qualified Teacher Status, in State education;
  - A degree and postgraduate certificate of education;
  - Proven, successful teaching experience in another Steiner school
- Specialist teaching in a modern foreign language
- A good understanding and strong commitment to ensuring the safeguarding and wellbeing of children
- Strong organisational skills and a strong sense of responsibility
- Exceptional self-motivation and imagination
- An ability to work both as part of a team and independently
- Flexibility and positivity in attitude to work
- Exceptional communication skills, both orally and in writing
- An ability to cope with pressure
- An ability to present all subjects artistically
- An understanding of the compliance and legal obligations, including the Inspection requirements as defined by Ofsted.