



Job Description

JOB TITLE: Lower School Class Teacher
EMPLOYED BY: Lancaster Independent School for Alternative Learning (LISAL)
RESPONSIBLE TO: Senior Leadership Team

HOURS: 25 hours per week

PAY: £13 per hour

JOB SUMMARY: **The Class Teacher is responsible for the main lesson teaching and pastoral care of their class. The successful applicant will plan, deliver and assess creative and imaginative lessons in line with Steiner Waldorf pedagogy and the school's curriculum. They will teach either the older class of children (currently six children aged 7-10 years old) or the younger class (also six children aged 5-7 years). They will work closely with the SENDco to support neurodiverse children in the classroom, and support with the creation of paperwork such as EHCPs as necessary. They will work closely with the other class teacher and sessional teachers, as well as an active and involved parent community.**

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 Senior Leadership Team and/or a mentor appointed by the College.

The post is part time. Additional attendance will be required for festivals, open days and Inset days.

Lancaster Independent School for Alternative Learning 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 maintain progress of all pupils as outlined in the Monitoring Quality of Teaching policy.
- (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 and 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) being 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) Develop a scheme of pupil assessment based on clear learning outcomes relating to the Steiner curriculum
 - (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 Waldorf UK, OFSTED and the 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 may occasionally be reasonably required by the Senior Leadership 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.

Equal opportunities

We are committed to achieving equal opportunities in the way we deliver services to the community and in our employment arrangements. We expect all employees to understand and promote this policy in their work.

Health and safety

All employees have a responsibility for their own health and safety and that of others when carrying out their duties and must help us to apply our general statement of health and safety policy.

Safeguarding Commitment

Lancaster Independent School for Alternative Learning (LISAL) is committed to safeguarding and promoting the welfare of children. LISAL 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.

Please note that in line with Keeping Children Safe in Education 202, an online search will be carried out as part of our due diligence on shortlisted candidates.