

Position: Teaching & Learning Coordinator

Salary: *circa 35k Per annum*

Contract type: *Full Time*

Closing date for applications: *June 20th 2008*

The first state-funded Steiner school in the UK will open its doors in September 2008. We are looking for a Teaching and Learning Coordinator to join our team at the Hereford Steiner Academy in Much Dewchurch, Herefordshire as soon as possible

JOB DESCRIPTION

The person fulfilling this role will work with the College of Teachers and alongside the Principal, as a significant member of the Academy's Leadership Team. Primarily, the teaching and learning coordinator will support the Principal in his responsibility to ensure:

- the quality of the education throughout the school;
- compliance with education legislation and regulation; Local Authority requirements and SWSF standards;
- substantial new areas of work are developed.

The Teaching and Learning Coordinator may also contribute to the school's teaching programme as appropriate.

In collaboration with the Principal and the College of Teachers, the Teaching and Learning Coordinator will also take responsibility for:

1. pupil attendance at school;
2. pupil representation (student voice);
3. staff induction, mentoring, appraisal;
4. staff development and training, including support for teachers in the development and maintenance of good classroom management practice, and effective behaviour strategies;
5. ensuring appropriate policies and procedures are in place and helping to facilitate their development, implementation and review, including:
 - Matters relating to child protection;
 - Matters relating to the Every Child Matters agenda;
 - Assessment information and OfSTED preparations;
 - Compliance with and review of education legislation and regulation including Local Authority /OfSTED requirements and SWSF guidance.
6. preparation and updating of SEF (Self Evaluation Form);
7. be a contact with academic institutions conducting research into innovative educational practice;
8. liaising with teacher education centres (University of Plymouth, Emerson College) and teaching staff to arrange suitable placements and feedback for student teachers;
9. monitoring of pupil learning and progress;
10. monitoring, evaluating and reviewing the curriculum and programme of teaching and learning as appropriate, and make proposals for their further development, in particular regarding the following aspects of the Academy's work:
 - the Steiner curriculum approach and educational approach;
 - the Academy's Specialism of the Natural Environment;

- establishing educational objectives for the short, medium and long term;
- qualifications pathways 14-16.

As the day-to-day speaking partner with the Principal and the College of Teachers, the Teaching and Learning Coordinator will:

- assume the task of 'delegated authority' in the Principal's absence;
- help to develop the school's management team;
- work to ensure that the Academy's ethos and core purpose are reflected in Academy communications and practices;
- play a role in the continuing development of the Academy's Education Plan;
- hold an overview of a staffing structure that enables the realisation of the curriculum;
- perform an annual review of the staffing structure and make proposals concerning recruitment to support and develop the curriculum;
- take an active role in personnel matters and support staff by being available for meetings between colleagues, teachers and parents;
- have overall responsibility for the operation of the staff appraisal policy for all employees.

PROFESSIONAL AND INDIVIDUAL QUALITIES

Essential:

- Enthusiasm for, and sensitivity to, the ideas and principles underlying Steiner education;
- A track record of continuing professional development in education;
- Proven positive experience working as a colleague in schools and education;
- Proven positive experience working in positions of leadership and responsibility in schools and education;
- Broad knowledge of, and interest in educational issues and questions;
- Graduate status;
- IT literacy;
- Initiative and responsiveness;
- Resilience and flexibility;
- Excellent organisational and management skills;
- Ability to work independently, in collaboration with colleagues;
- A sense of authority and approachability in equal measure.

Desirable:

- Successful completion of initial Steiner teacher education course;
- Qualified Teacher Status;
- Track record of continuing professional development in Steiner education;
- Proven positive experience working as a teaching colleague in a Steiner school;
- Proven positive experience working in positions of leadership and responsibility in a Steiner school;
- A sure grounding in the ideas and principles underlying Steiner education.

The nature of some of the work, and therefore the post itself, is likely to be transitional and emergent.

If you want to become part of our team and would like further information, please contact Nik Jackson at Navigant Consulting for an application pack: