



## Job description - Upper School Maths support

### Context

Steiner Academy Exeter is a state funded school which opened in September 2013 and moved into our permanent, purpose built home in September 2015. We are adding year groups at reception (kindergarten) and year 7 (class 6) every year until we reach our full capacity of 624 children from 4-16 years in 2021. We start the 2018-19 academic year with approximately 480 pupils in five kindergartens and classes 1-10.

We are now looking for an experienced specialist assistant to support the teaching of Maths in the Upper School. The successful candidate for this post will join our school at an exciting and challenging time for the school as we continue to grow and embrace the opportunities of delivering Steiner education within the maintained education sector.

### Responsible to: Maths Lead

**Job purpose:** To support the teaching of GCSE Maths classes (years 9 - 11) and secondary foundation maths (years 7 - 9), working with the Steiner Waldorf curriculum, methodology and developmental approach, enabling pupils to develop their full potential in the subject and assisting the Maths lead to develop the subject and curriculum. In the 2017-18 academic year, the lesson load will consist of up to 18 40 minute lessons each week, plus support in main lesson blocks.

### Key working relationships -

- Principal, vice principal and department leads;
- Upper school steering group;
- SENDCo and learning support team;
- Class and subject teachers;
- Safeguarding officers.

### Other professional relationships

- Parents;
- School support staff;
- External advisory services.

### Main responsibilities of the post

#### Teaching and learning

1. To support the teacher in Maths lessons, using the Steiner Waldorf curriculum.
2. To deliver support to pupils, within and outside timetabled lessons, to enable them to access all parts of the Maths GCSE curriculum. This will include work with gifted and talented Maths students.

In addition to timetabled lessons, the postholder will be expected to teach cover lessons as required and to supervise outside of timetabled lessons, including before and after school and during break and lunch times.

#### 2. To support the Maths Lead in all aspects of the subject, including:

- Contributing to the recording and assessing the pupil progress in line with the school's assessment framework;
- supervising and managing pupil behaviour, working closely with the SEND team;
- liaising with colleagues and parents;
- management of the classroom environment;
- participating in the open days, inductions for new pupils/classes;

- working in line with and contributing to the School Improvement Plan.

### **Standards and quality assurance**

1. To work within the teaching group and the wider school workforce to help the smooth day-to-day running of the whole school;
2. To support the aims and ethos of the school;
3. To maintain confidentiality at all times;
4. Set a good example in terms of dress, punctuality and attendance;
5. Attend and participate in open evenings and student performances;
6. To undertake appropriate preparation, study and training as necessary both for the effective discharge of this role and also to advance the school's ethos, principles and objectives;
7. Attend team and staff meetings;
8. To be aware of the school's policies and procedures and to fully compliant in their implementation;
9. **Promote a love of your subject** within the school among students, colleagues and parents, including:
  - demonstrate good teaching and passion in your subject area,
  - promote student achievement and evidence pathways, culminating in the Steiner Academy Exeter Upper School Portfolio,
  - promote students' broader capacities for self-discovery and teamwork,
  - promote students' progression beyond class 10 (year 11) via externally validated qualifications,
  - liaise with other individuals, projects and institutions that can enhance students' experience and learning.

The above list is not exclusive or exhaustive and the post holder will be required to undertake such duties as may reasonably be expected within the scope of the post. All members of staff are required to be professional, co-operative and flexible and undergo reasonable and directed professional development. This may require out of 'normal hours' and personal study which may be unpaid.

### **Person specification - Essential to this post**

#### **Qualifications and training:-**

- a teaching or assisting qualification relevant to the subject and/or extensive experience of teaching the subject, preferably in a Steiner Waldorf setting;

#### **Knowledge and understanding**

- Excellent understanding of the Steiner Waldorf curriculum as it relates to class 8 upwards;
- Understanding and experience of the GCSE framework in the UK;
- Ability to work effectively in a team and keen to work with colleagues in the development of the school in its pioneering phase and beyond, and with its curriculum;
- awareness of the challenges and opportunities that attach to working in a Steiner school within the maintained sector;
- a commitment to bringing Steiner education to children who would not otherwise have access to this form of education.

#### **Experience**

- experience of working with children from a wide variety of backgrounds, including children with special educational needs;

#### **Professional qualities**

- Ability to establish and maintain excellent professional relationships with pupils, parents and colleagues;
- Ability to set appropriate expectations of all pupils and be committed to raising educational achievement;
- A flexible approach to working in a pioneering school environment;
- Excellent verbal and written communication skills, with the ability to communicate effectively with pupils, colleagues and parents;
- Ability to maintain confidentiality;
- A commitment to bringing Steiner education to children who would not otherwise have access to this form of education.

**Person specification - Desirable:-**

- Experience of working in state education;
- HLTA or Qualified teacher status;

**Terms and conditions**

£18000 FTE for a full-time, fixed term contract until the end of the 2018-19 academic year, based on 38 weeks per year (term-time only) in the first instance. It is possible that the post will expand in the next few years until the school reaches its full capacity in September 2021. There will also be possibilities for development into teaching roles.

**Essential application information**

Steiner Academy Exeter is committed to safeguarding children and young people and expects all staff and volunteers to share this commitment. Candidates must be suitable to work with children and will be expected to undertake an advanced DBS disclosure.

Candidates must have the right to work in the United Kingdom. Candidates from abroad will be asked to provide criminal records clearance from countries of residence, as well as evidence of eligibility to work in the United Kingdom.

**Closing date for receipt of completed applications 12 noon Monday 19<sup>th</sup> November 2018**

**Interviews are likely to be in the week commencing 26<sup>th</sup> November**

Please be aware that the SAE is not able to guarantee a school place for the children of staff. Whilst every effort will be made to ensure that staff who wish to enrol their children in SAE will be able to do so, the school's admissions arrangements and its statutory commitments to inclusion mean that no commitment can be made or certainty offered.

Please be aware that the SAE is not able to guarantee a school place for the children of staff. Whilst every effort will be made to ensure that staff who wish to enrol their children in SAE will be able to do so, the school's admissions arrangements and its statutory commitments to inclusion mean that no commitment can be made or certainty offered.

Paul Hougham, Principal October 2018