

## We are looking for a full-time Upper School Teacher

To start September 2024

Salary £31,000 with Co-coordinator role **Apply now - open until filled**

Cardiff Steiner School are looking for an experienced Steiner Waldorf Teacher to join the collaborative Upper School team in our diverse and confident, young school.

The role would suit an Upper School Teacher, able to teach Classes 8 to 12 with a specialism within the Humanities e.g. English / History of Art / Drama / History, working with the Certificate of Steiner Education (NZCSE). As part of the Upper School team, it's a unique opportunity to help develop, not only our Upper School, but also the lives of young people, free from the restrictions of GCSE and A level curricula and examinations.

You'll have the support and guidance, as needed, of our founder Upper School Education Coordinator, [Ian Powell](#), who is moving to a part-year teaching role within the School, after seven years of leading Upper School. This can include training in design and delivery of the NZCSE.



*Cardiff Steiner School is committed to safeguarding children and young people, we expect all applicants to uphold this. All candidates must have suitability to work with children and young people, and post holders are subject to a satisfactory enhanced Disclosure Barring Service check.*

### About us

Set in Wales' capital city, the School offers a full Kindergarten to Class 12 Steiner Waldorf education. Founded in 1997, we opened our Lower School in 2012, built upon the firm foundations of 15 years as a successful Kindergarten. From strong roots we quickly grew, and expanded to Upper School in September 2017 offering the [New Zealand Certificate of Steiner Education \(NZCSE\)](#), with our first Class 12 graduating with the Certificate in 2021.

The NZCSE is the first trans-national, secondary school qualification to be fully based on the Steiner curriculum. It's a valid, alternative qualification, equivalent to A Levels and the International Baccalaureate, recognised by UCAS and accepted by UK and international universities, so allowing students to progress to further/higher education free from the restrictions of GCSE and A level curricula and examinations. The NZCSE is the most widely offered qualification in UK Steiner Schools that offer a full K-Class 12 Steiner Waldorf education.

We are a pioneering bunch with an irrepressible spirit who enjoy rising to the challenges and celebrating the joys that a young School brings. Our internationally diverse teaching team includes subject teachers in Bothmer, Music, Handwork, Craft, Spanish, Games, as well as a team of specialist Upper School Teachers.

We are a small school by design, with a collaborative staff team, supportive families and a strong community spirit. Our teachers are at the heart of our success and we have developed a strong culture of collaboration where staff are valued and your input, enthusiasm and talents will be welcomed and appreciated. You'll benefit from a professional development programme of mentoring, peer observation and training in delivery of the NZCSE.

We operate a two-year combined class system and you will have the advice and support of teachers experienced in working with the pedagogical needs of combined classes.

We are a UK Steiner Waldorf School Fellowship School and are fully independent. Please visit our website at [www.cardiffsteiner.org.uk](http://www.cardiffsteiner.org.uk) to learn more about the School.

## About you

You'll be an experienced Waldorf Teacher, able to carry Humanities through to Class 12/ Level 3, and work with differentiated learning and assess in a number of creative ways. You'll have a successful track record of designing and delivering inspiring lessons in your subject areas, and the skills and passion to work creatively with adolescents to support their educational and personal development.

You'll have a deep understanding of Waldorf Education across developmental stages.

With excellent subject knowledge, you'll be educated in your specialist area to degree level, or be able to demonstrate competence through experience of teaching to this age group/level.

## About Cardiff

Cardiff, Wales 'capital city, is situated on the beautiful coastline of South Wales, and within easy reach of most places in the UK (we're just two hours from London by rail or road). Residents enjoy all the benefits of a cosmopolitan capital city (prominent universities, a large teaching hospital, a world-class opera company and thriving arts community) combined with a small-town friendliness, and a cost of living significantly lower than other parts of the UK -and we're surrounded by some of the most stunning countryside, coastline and beaches in the UK. Read more about Cardiff in our [Welcome to Cardiff Guide](#).



The post benefits from a tiered **Staff Fees Discount Scheme** with up to 85% off school fees for children of staff members, depending on family income (pro rata for part-time posts).

We have staff with property expertise who can **help you find and secure suitable accommodation to rent or buy**. Cardiff has a lively rental market with options from city, suburban, rural and semi-rural properties all within a 40 minute drive time of the School.

## **How to apply**

Please feel very welcome to contact us to discuss the post on [ask@cardiffsteiner.org.uk](mailto:ask@cardiffsteiner.org.uk) (029) 2056 7986 (email anytime, phone term-time only).

**Please take a look at the Job Description and Person Specification** and complete and return the Application Form and Equality & Diversity Questionnaire to:

Kamila Klimczewska, Cardiff Steiner School, Hawthorn Road West, Llandaff North, Cardiff CF14 2FL  
[ask@cardiffsteiner.org.uk](mailto:ask@cardiffsteiner.org.uk)

Please either type directly in the forms using Microsoft Word, or print out and complete the forms in black ink.

The recruitment process will involve an interview and observed practice.

## **Come and Visit Us**

If you are thinking about applying, but would like to find out more about us first, you are warmly invited to come and visit us. We'd love to meet you. Just contact us to arrange a time.

**See Person Specification and Job Description overleaf**



## Person specification

The following skills, abilities and experience are required for the post.

### Essential

- Proven and established experience of teaching in a Steiner School as an Upper School Teacher.
- Deep understanding of Waldorf Education across developmental stages
- Commitment to Steiner Education and the long term vision of Cardiff Steiner School
- The ability to teach Classes 8 to 12 and carry English to Class 10, and a specialist subject/s within the Humanities through to Level 3 (Class 12).
- Educated in relevant teaching subject/s ideally to degree level, or be able to demonstrate competence through experience of teaching to this age group/level
- The skills and passion to work creatively with adolescents to support their educational and personal development
- Excellent planning and assessment skills, in order to support students to achieve their potential, and to facilitate them meeting assessment standards in the Certificate of Steiner Education
- An ability to maintain good discipline and behaviour with a consistent, firm but caring approach. An interest in working with Restorative Approaches in creating and maintaining a positive learning environment
- An ability to communicate and collaborate well with colleagues and parents
- An ability to work in a small, close knit team, and willingness to work with colleagues in the continued development of the School and the curriculum
- Self-motivation and an appreciation and enjoyment for rising to the challenges of helping develop a young school
- Competent IT skills with the ability to use common word processing/spreadsheet applications, and the aptitude to use the School's various online data systems
- Ability to work under pressure, prioritise and manage a varied workload and meet deadlines
- A sense of humour
- A track record of being punctual and reliable
- Suitability to work with children and young people and a satisfactory enhanced Disclosure Barring Service check. The School is committed to safeguarding and promoting the welfare of children and young people and expects all staff to share this commitment.
- 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 UK. Candidates must have the right to work in the UK prior to application.
- Practical/artistic skills

### Desirable

- An approved Steiner Waldorf Teaching Qualification
- Experience or knowledge of working with the Certificate of Steiner Education (NZCSE) or an equivalent Level 3 Qualification



## Job Description Upper School Teacher – full time

**Responsible to:** The position is part of the Upper School Faculty, a team of teachers carrying responsibility for students from Class 8/9 to the end of Class 12/13.

The faculty comprise a team of full time, part-time and part-year Teachers, and work with the leadership and support of the Upper School Education Coordinator and Teaching Development Group. The position is accountable through the College to the Board of Trustees.

The role will have a teaching as well as associated pastoral care duties, including Class Guardian duties.

### Duties:

#### Teaching and other areas

1. To bring a secure understanding of the Steiner curriculum, teaching approach and the pedagogical principles that underpin them, and to renew and further this through study, on-going reflection and discussion of classroom practice.
2. To nurture the healthy development of the young people's physical, social, emotional and cognitive skills, in a way which is appropriate to their age, and which enables all students to recognise and achieve their potential, and facilitate them meeting assessment standards in the Certificate of Steiner Education (NZCSE).
3. To teach:
  - a. Main Lessons and elective lessons for relevant subject areas in Upper School, and to Class 8/9 as they move towards Upper School
  - b. Additional/Subject Lessons as appropriate to the post holder's skills
  - c. The post will teach primarily in the Upper School and may support Middle School teachers in the delivery of lessons within the post holder's subject areas.
4. To take overall responsibility for lessons taught including:
  - Maintaining good discipline and creating a harmonious learning environment where students feel safe, happy and can learn effectively
  - Ensuring good work and study habits are developed
  - Using effective assessment and recording systems to identify students' progress and learning needs, and use this to support teaching and planning, in accordance with School policies and the requirements of the Certificate of Steiner Education (NZCSE)
  - Ensuring the curriculum is appropriate and inclusive for all students, with effective differentiation and support that it is adequately monitored and evidenced
  - Understanding teachers' responsibilities to students with ALN and taking ownership of their provision and progress within your class/teaching group, through inclusive and reflective practice
  - Promoting independent learning and student leadership in lessons
  - Preparing and planning your teaching to ensure effective delivery of the curriculum in accordance with statutory and School requirements
  - Planning the delivery of the curriculum so that appropriate evidence can be collected and marked, and the requirements of the NZCSE be fully met

- Keeping appropriate records, plans and student files, and completing student reports in accordance with statutory and School requirements
  - Ensuring that appropriate study materials are available in good time and that homework, when given, is marked and timely feedback provided
  - Liaising with parents on students' progress and as required
  - Organising and supervising classes' participation in relevant trips, festivals and other activities as required
  - Managing the classroom and any subject specific learning environment to a high standard of safety, cleanliness and aesthetics
  - Organising/developing materials and resources for lesson use and liaising with those responsible for purchase, keeping within an agreed budget
5. The post will have associated pastoral care duties and include Class Guardian duties - liaising with parents and supporting students with their day-to-day schedules and support issues
  6. Working with the Upper School faculty to develop a coordinated approach to curriculum and individualised learning
  7. Liaising with other agencies and professionals where necessary
  8. Liaising with parents on students' progress as required, and sharing responsibility for holding regular whole class parents' evenings (once per term) and individual consultation sessions
  9. Working effectively with teaching and support staff, School Management Team and the Administrative Team
  10. To contribute to whole-school activities and school development as required
  11. Participating in the admissions process for new students
  12. To review and reflect on your own teaching practice and take part in the School's Teaching Development programme (observation, mentoring etc.) and take part in the appraisal of your own work performance and assist in the appraisal of colleagues
  13. To undertake appropriate preparation, study and training as necessary both for the effective delivery of the curriculum and to advance the school's ethos, principles and objectives; including participating in planned work, study, Inset and staff development days, which may be during school holidays or weekends as required
  14. To attend Teachers' meetings and other meetings as required
  15. To take part in School open days/events
  16. To be a good advocate of Cardiff Steiner School at all times in your professional capacity as a member of staff
  17. To participate in providing shared cover for break time and cover for absent colleagues
  18. To support the School's ethos, principles and objectives
  19. To develop an understanding of, and work within, the School's compliance and legal obligations, including The Independent School Standards Wales, and Welsh Government and ALN legislation and guidance
  20. To be aware of and operate within the School's policies and procedures and to support their implementation including Child Protection and Health and Safety policies.
  21. To uphold the School's commitment to safeguarding and promoting the wellbeing of children and young people
  22. Any other duties reasonably requested by the school. The job description is current but liable to variation to reflect or anticipate changes in the requirements of the post.