

Dunedin Rudolf Steiner School

Class Teacher Job Description

The Dunedin Rudolf Steiner School Class Teacher is employed by the Dunedin Rudolf Steiner School, and reports directly to the College Principal's Group (CPG).

The position is full time and requires some evening and weekend work.

Roles and responsibility

Special Responsibility in College – Management

Planning, delivery and assessment

The class teacher is responsible for the teaching of their assigned classes. This includes planning and delivery of the lessons, assessment of the lessons and development of future lessons.

Planning of main lesson and practice lesson work will be done in advance with the yearly overview of planning prepared before the College of Teachers meet in the week preceding Term 1. The College of Teachers has joint responsibility for amalgamating all the teachers' yearly planning, including expeditions, festivals and other events and this will be done together in the week before the start of Term 1.

Adequate planning for relievers/ planning for absences

Detailed planning for absences will be prepared so that any reliever has step by step instructions to follow for the class.

If the teacher is unable to attend any out of the classroom trip or event then they are responsible for ensuring cover is obtained.

Reporting

- A written report will be provided for each child at the end of the year.
- The teacher will report twice yearly to parents at parent teacher interviews on the children in the class.
- Each week one of the class teachers will prepare a short report of a couple of paragraphs for the school's weekly newsletter on the activities of their class. This responsibility will rotate between the teachers
- The class teacher is responsible for informing the office each morning before 10am of the children absent from their class each day

Outside trips

- The class teacher is responsible for the care of their class during outside trips and for ensuring that there are adequate adults present to assist.

Health and Safety

- The teacher ensures that their teaching and outside areas meet adequate health and safety requirements and will report on any matters of concern to the CPG. This includes maintaining a hazard register, completing daily checks for the room, maintaining a first aid box and accident book.
- The teacher will do appropriate risk analysis and collect permission slips for any outside trips. Risk analysis forms and permission slips must be filed in the office

Management

- The class teacher will engage in the management of the school through their participation in the weekly College of Teachers meetings and taking on responsibilities through that meeting
- The class teacher will check and respond to other management or administrative matters through daily checking with their office pigeon hole
- The class teacher will have joint responsibility for providing parent education evenings (for example outside speakers' visits) and will work alongside the other teachers to ensure appropriate hospitality is offered to all visitors to the school who have come to talk to or observe the school community
- The class teacher will attend meetings of the Proprietors and the Board of Trustees as required by the school to ensure that they are involved in the Strategic Plans of the organisation and that they can report on curriculum matters for which they hold special responsibility

Hours of work

- The class teacher is expected to be at the school by 8.30 am and ready to join the College of Teachers in their morning verse and brief meeting.
- Teaching time is between 9am and 3pm each day with one hour non contact time provided each week.
- The class teacher will be expected to supervise the playground at morning tea and lunchtime as per the roster agreed with the College of Teachers at the start of each term.
- At the end of each day the class teacher is responsible for ensuring that the children from the class are collected by parents or are going home by the normal means (eg walking for the bus). A roster may be agreed with the other teachers for this duty so that one teacher is

responsible each day for ensuring that all children leave the school safely

Training

- The class teacher undertakes to take up the one or two year Steiner Training programme through Taruna College if Steiner training has not already been undertaken

Terms and Conditions

Are as set out in the NZEI Collective Agreement

The teacher will work such hours as may be reasonably required to enable them to fulfil their responsibilities as teachers whether or not this exceeds 40 hours per week.

The Board requires that the teacher is available to attend the school outside normal school hours for up to ten days a year. This will include 3 days in the week prior to the start of Term 1.

Person Specification

- Registered teacher
- Steiner trained or prepared to undertake training and work in sympathy with the Rudolf Steiner principles
- Skilled in teaching literacy and numeracy to the appropriate level
- Possess good behaviour management skills
- Ability to plan well, both yearly and termly, for the main lesson and practice lessons
- Ability to play the recorder
- Ability to sing
- Drawing and painting
- Punctual and reliable, co-operative and communicative

Desirable skills include

- French or Maori or other language or cultural skills
- Bothmer Gymnastics, Eurythmy or folk dance
- Ability to read music and play a second instrument