



Application Pack

English Teacher (GCSE & A-Level)

Annual salary between: £25,064-£33724

potential uplift in Sept TBC

Closing date: until filled

Human connection in all we do

www.michaelhall.co.uk email: contact@michaelhall.co.uk

Kidbrooke Park, Priory Road, Forest Row, East Sussex, RH18 5JA. Tel 01342 822275 Fax:
01342 826593

Company Number: 539034. Registered Charity Number: 307006



Michael Hall
WALDORF SCHOOL

English Teacher

In this application pack you will find information about the position, a **job description** which outlines the tasks that the successful candidate should expect to undertake once in post, and a **person specification** which outlines the kind of person we are looking for. Some general information about the school, our Safeguarding Policy and a **standard application form** valid for all vacancies are to be found in the Job Opportunities page of the school's website. Please read this information carefully.

The details of this role are as follows:

Working hours:	8:.00 am– 5.00 pm, 5 days a week plus weekly Faculty meetings.
Annual leave:	5.6 weeks in school holidays
Contract type:	Permanent.
Salary:	£25,064-£33724 depending on experience potential uplift in Sept TBC.

An additional discretionary TLR will be available for taking on subject leadership as part of our Middle Leadership Team for a candidate with the right experience.

Start date: as soon as possible

Probationary period: 1 year

If you have any queries or need further information about the position please do not hesitate to contact People and Culture at email HR@michaelhall.co.uk

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Application process

To apply for this role you will be required to complete the school's standard application form (which you can find on the Job Opportunities page of our school website) and return it electronically to hr@michaelhall.co.uk or by post with any requested supporting documentation.

Please note that it is not necessary to enclose a separate CV, although you may do so if you wish – however, we still require a completed application form.

You will be notified as soon as possible after the closing date, if you have been selected for an interview.

If you do not hear from us in the two weeks following the application deadline, your application has been unsuccessful on this occasion.

We reserve the right to appoint before the closing date.

Michael Hall School values the diversity of its community and aims to have a workforce that reflects this. We therefore encourage applications from all sections of the community.

Michael Hall School is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. All positions are subject to an enhanced DBS check.

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Welcome from our Principal

Dear Candidate,

Thank you for your interest in the role of English Teacher. I am delighted that you are considering applying to take up this exciting position at Michael Hall School.



The Waldorf approach to education, the foundation of our learning at Michael Hall, is both innovative and insightful. Our students achieve highly across a wide range of areas, each one carefully crafted to meet them appropriately at their childhood developmental stage.

With over a hundred years of experience to draw on, as well as membership of an international community of schools, the success of our approach to education is well-proven. Central themes of innovation and enquiry, along with self-reflection and creativity, ensure that it remains at the forefront of contemporary education in a fast-changing world.

Our learning at Michael Hall extends well beyond the academic. Students make the most of our incredible outdoor facilities, such as the walled vegetable garden, the theatre, handwork huts, lake and extensive woodlands. Our trips and residential visits offer students a range of exciting, immersive learning experiences, and add enormous value to their conceptual understanding in class.

We strive for and deliver excellence in all aspects of our educational provision. We believe wholeheartedly in creating a community that is centred on kindness and compassion for others and in developing pastoral systems that support our children and their families through whatever challenges they may be facing. Every child in our care is encouraged to find their voice and flourish.

The successful candidate will be joining a school that is looking forward to a very bright future. Alongside key facility development, we are looking to strengthen all areas of our provision, not least the recruitment and retention of outstanding staff. We are nestled within an extensive estate, supported by Historic England, and situated on the edge of the Ashdown Forest. Many of our existing buildings are steeped in history dating back to the 1700s, which sit alongside a more modern, state of the art Gym and a world class Theatre.

Our provision ranges from when parents begin to bring their children to our hugely popular Parent and Child groups, through to when the students are ready to leave us at 18. Most recently, our application to extend our current Kindergarten to welcome children from the age of two has enabled us to enrich the experiences for the very youngest children in our

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care.

My hope is that you are inspired and encouraged enough by what you read in these pages to apply and that before very long, we will be welcoming you to our wonderful community at Michael Hall School.

My very best wishes for your application,

A handwritten signature in dark ink that reads "S.K. Stokes". The signature is written in a cursive, slightly slanted style.

Sarah Stokes

Principal

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Job Description

Reporting to: Upper School Assistant Principal

This role is to teach GCSE and A-Level English Language in the Upper School. The successful candidate will also contribute to the Waldorf programme in English (depending upon experience and specialist knowledge) including topics such as Creative Writing, Narrative Tradition and Romantic Literature. These topics are taught outside of the GCSE and A-level framework and so there is scope to be creative with the curriculum content. This role will also contribute to class/pupil support positions (depending on experience).

Key responsibilities

- To teach GCSE/A-Level English
- To undertake Main Lessons (the Waldorf curriculum programme)
- Maintain regular and productive communication with parents
- To attend Subject teacher and Faculty meetings
- To engage with the wider School community as Tutor and later Guardian
- To complete half termly tracking and annual reports on all pupils taught
- To liaise with Tutors and Class Guardians on individual students and Class needs and development
- To attend inset and professional training
- To organise and undertake School trips

The role:

- To be open to developing an understanding of Steiner Waldorf child development and education
- Teaching English to 12-18 year olds in exam and non-exam classes
- Provide a nurturing classroom and school environment that helps students to develop as learners
- Ensure our Safeguarding policies are followed at all times to safeguard the children in our care
- To provide outstanding teaching and learning within a Steiner Waldorf School

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environment

- To ensure a supportive and innovative education experience (that shows the progress of students commensurate to their abilities)
- Prepare, deliver and assess learning to a high standard
- Act as a strong role model for developing adolescents
- Contribute to the wider community of the School
- Undertake additional school duties

Key Attributes

- Possess good subject knowledge (new GCSE specification)
- Genuine passion and a belief in the potential of every student
- Passion for teaching and for your subject
- Supportive of students' development within the academic, social and emotional spheres.
- Has good communication, planning and organisational skills.
- To teach engaging and effective lessons that motivate, inspire and transform pupil attainment.
- Commitment to ongoing improvement and learning.
- Commitment to the safeguarding and welfare of all pupils.
- To work as part of a team of committed teachers
- The ability to listen and communicate effectively.
- Create and sustain a positive class culture
- Effective and systematic behaviour management, with clear boundaries, sanctions, praise and rewards.
- Demonstrates resilience, motivation and commitment to excellence.

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Person Specification

	Essential	Desirable
Qualifications and Attainments		
Degree in a relevant subject area	X	
Recognised teaching qualification (PGCE, QTS)	X	
Compliance with CPD requirements	X	
A higher degree or advanced qualification		X
English GCSE A*-C or equivalent	X	
Mathematics GCSE A*-C or equivalent	X	
Training, Experience and Knowledge		
Successful teaching experience in a relevant subject area (GCSE and A-Level English Language)	X	
Knowledge of and proven ability to deliver the curriculum successfully and recent experience of successfully delivering GCSE English	X	
Demonstrate a student-centred approach to teaching and learning	X	
Experience of providing an outstanding teaching, learning and assessment experience	X	
Experience of marking/moderating GCSE and A-Level English exam papers for Awarding Bodies		X
Knowledge of Management Information Systems (iSAMS)		X
Experience of teaching Steiner Waldorf curriculum, inc. Upper School main lessons		X
Skills and Abilities		
Exceptional organisational skills	X	

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Flexible, able to work under pressure and meet deadlines	X	
Good communication skills both verbal and written	X	
Effective communicator and presenter	X	
Excellent IT Skills	X	
Demonstrate a commitment to equality and diversity, customer service and quality assurance	X	
Can plan, organise and delegate effectively	X	
Possess excellent inter-personal skills	X	
Be a team player and highly responsive, flexible and adaptable attitude	X	
Be able to communicate well with children and young people and in	X	

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