



School

Dunedin Rudolf Steiner

Learning with head, heart and hands

Job Description - Handwork/Woodwork Teacher Classes 1-7

Purpose

To deliver the handwork and woodwork curriculum for classes 1 - 7 (year 2 – 8) in accordance with the Dunedin Rudolf Steiner School's Curriculum. The woodwork curriculum is focussed more on the older classes in the school.

Employer:	Dunedin Rudolf Steiner School Board
Reports to:	Principal
Liaises with:	Principal, Class teachers
Hours:	As negotiated – 0.4FTE
Remuneration:	Primary Teachers Collective Agreement

Key Responsibilities

1. Curriculum

- Deliver a high-quality handwork curriculum for classes 1 – 7, years 2-8.
- Deliver a high-quality woodwork curriculum for the older classes.
- Provide a curriculum plan that is based on the school's developmental curriculum and that is appropriate to the age, stage and ability of the students
- Be part of an integrated curriculum approach in collaboration with the Class Teachers
- Be familiar with the school's curriculum

2. Class Management

- Be responsible for the well-being of the students you are working with
- Use management strategies appropriate to age and ability of the students
- Motivate the students to work to the best of their ability
- Maintain behaviour standards that are consistent, fair and appropriate
- Work with school behaviour and wellbeing programmes

3. Learning Environment

- Start and finish sessions on time
- Conduct organised, sequential learning sessions
- Provide opportunities for positive learning outcomes
- Ensure a learning environment that complies with all health and safety requirements
- Ensure a learning environment that is appropriate for the special character of the school

4. Lesson Planning, Assessment and Reporting

- Develop lesson plans informed by the child developmental indications inherent in Steiner/Waldorf pedagogy and the available learning steps.
- Keep formative and summative assessments of students
- Write contributions to the school newsletter, when required (normally termly)
- Provide written records to parents twice a year (as part of the children's reports)
- Attend parent teacher interviews.
- Keep the Class Teachers informed of progress and concerns, as required

5. Training and Development (depending on size of position)

- Take part in a professional growth cycle
- Meet with a mentor regularly
- Attend weekly teacher meetings and College meetings
- Take part in in-house staff training
- Educate parents as opportunities arise, e.g. through parent experience evenings.
- Identify own training needs each year and apply to Principal for Professional Development

6. Budget and Resources

- Manage the annual handwork and woodwork budget
- Source (from sources in line with our special character) and provide quality handwork/woodwork supplies and equipment
- Manage and maintain the handwork/woodwork resources. This includes dying wool for all classes.

7. Collegial

- Liaise with Class Teachers as necessary
- Collaborate with Class Teachers on integrating the curriculum
- Keep in touch with classes' current curriculum Main Lessons
- Work collegially and professionally with other staff and with parents

8. Administration

- Comply with the school's policies, procedures and practices
- Report any maintenance and health and safety issues immediately
- Be familiar with the school's Emergency and Evacuation plan for each classroom
- Contribute to school-wide review and planning

Person Specification

Qualification/Experience

- All school teachers are expected to be fully state-trained, and preferably also Steiner-trained or having considerable Steiner experience.
 - If not Steiner trained, a consistent effort to upskill in the special character of the school is expected, including connecting with other Steiner Handwork/Woodwork teachers from around the country.

- The Handwork/Woodwork Teacher is expected to have relevant experience, knowledge and skills: Handwork within the Steiner curriculum in classes 1–7, (years 2-8), Woodwork within the older classes.

Competencies and Attributes

- Openness to the school’s Special Character
- Ability to work successfully with children
- A sense of humour; patience and flexibility appropriate to a small school setting
- A highly developed aesthetic sense

Signed date:

Employee