



## Application Pack

English Teacher (GCSE & A-Level)

Annual salary between: £28152 - £35073 (fte)

Closing date: until filled

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www.michaelhall.co.uk email: [contact@michaelhall.co.uk](mailto: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. Initially this contract will be for 75/80%.
Annual leave:	5.6 weeks in school holidays
Contract type:	Permanent.
Salary:	£28152 - £35073 pro rata depending on 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](mailto: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](mailto: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.

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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## Job Description

**Reporting to:** Head of Upper School

This role is to teach GCSE and A-Level English Language in the Upper School and teach in Middle 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
<b>Qualifications and Attainments</b>		
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	
<b>Training, Experience and Knowledge</b>		
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
<b>Skills and Abilities</b>		
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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