

**Job Description**  
**EDUCATION CO-ORDINATOR**

APPOINTED BY: The College of Teachers and the Council of Trustees  
REPORTS TO: Accountable to the College of Teachers and employed by the Council of Trustees  
POSITION: Full time  
MEMBER OF: The College of Teachers, attending weekly meetings.  
The Flow Group (Bursar's Group), attending weekly meetings.  
Holds the Staffing Group mandate and is also an ex officio member of the Kindergarten, Lower School, Upper School, and Learning Support teachers' groups  
RELATIONSHIPS: The post holder will develop close links with the members of the College of Teachers, teachers, the Bursar and administrative staff, the Council of Trustees, the PTFA and will also meet with parents as necessary.

**Distinguishing features of the position:**

This position is a key post, and as such requires the depth and commitment expected of all key post holders. This includes a commitment to Steiner Waldorf education, and striving to keep the special ethos of the school intact. The essential nature of the work is the day-to-day, week-to-week facilitation of educational provision in the school. Direction comes from the College of Teachers, the Flow Group and the Council of Trustees, in the form of policies and procedures. This position is frequently the link between the school and public bodies such as OFSTED, the Steiner Waldorf Schools Fellowship, local and national government and other schools. Internally, this position is entrusted with responsibilities which are highly sensitive, such as staffing matters and interactions with parents regarding their children's education, etc. This position has considerable influence in many areas, including the public relations image of the school. The postholder will maintain some contact with pupils (eg through classroom observations).

**The Education Co-ordinator is responsible for:**

- Co-ordinating the work of the teacher groups (Kindergarten, Lower School, Upper School, Learning Support and Tobias Class) to ensure efficient and co-ordinated education provision throughout the school. Regular attendance at the meetings of the teacher groups will be required.
- Holding the mandate for the Staffing Group and for ensuring with the other members of the Group that the school has sufficient teachers of the required standard and that staff inset and other training is organised and implemented, including regulatory training for teachers such as first aid, H&S, fire equipment etc.

- Working with the administrative staff and teachers to create a timetable which is as pedagogically sound as possible while ensuring the most efficient deployment of staff.
- Working with the Bursar, the Chair of College and the other Flow Group members to ensure co-ordination of the pedagogical and administrative work of the school.
- Supporting and advising the Staffing Group in carrying out the disciplinary/grievance policy for teachers, as laid down in their Contracts of Employment.
- Co-ordinating a comprehensive documentation of school policies and practice and keeping these up-to-date and in line with DCSF regulations so as to be in a constant state of readiness for short-notice OFSTED inspections.
- Ensuring that relevant procedures are put in place to ensure compliance with DCSF and OFSTED requirements, eg monitoring of admissions and exclusions, lesson-planning and record-keeping, and that these procedures are being followed.
- Providing support, advice and guidance to individual teachers who are having problems in meeting good practice or required standards.
- Ensuring that appropriate mentoring, peer-mentoring and sponsoring schemes are in place and operating successfully.
- Co-ordinating the development of curriculum work as identified by the College of Teachers.
- Working with the teachers to develop strategies in relation to curriculum, examinations policy, pupil retention and recruitment and choice of exam subjects in relation to staffing considerations.
- Ensuring that resources and planning for school festivals are in place.
- Liaising with government departments, SWSF and other schools on educational matters.
- Ensuring, with the Chair of College, a prompt response to all written and electronic communication with the school on educational matters.
- Ensuring that issues (particularly complaints and grievances) in relation to pupils, parents and teachers are dealt with in a timely, constructive and co-ordinated way.

### **Required knowledge, skills, and attributes:**

The school is looking for a committed individual with extensive experience of , or empathy with, Steiner Waldorf teaching and philosophy, who can also offer excellent interpersonal skills, wisdom, tact and diplomacy and the ability to provide leadership and authority while working within a non-hierarchical, collegiate system.

Other desirable attributes include:

- Excellent teaching and mentoring skills

- Computer literacy
- Extensive experience in the administration of education provision
- Proven track record of completing actions / projects on time
- The ability to work in a busy environment and to keep several projects going at once
- An understanding of effective public relations and interrelationships between the constituent parts of the school community
- The ability to take a strategic and long-term view of school development issues
- Excellent communication skills, both orally and in writing.

**Salary & Conditions:** Negotiable. Accommodation at the school may be available for the right candidate.