

CHRISTCHURCH RUDOLF STEINER SCHOOL

JOB DESCRIPTION

POSITION: Upper School English and SENCO

TENURE: Permanent full time position

EMPLOYER: Christchurch Rudolf Steiner School Board of Trustees.

GENERAL RESPONSIBILITIES:

To support the educational, collegial, cultural and spiritual life of the school by integrating the Anthroposophical view of human development into content and delivery of lessons; to lead by example in supporting standards expected of pupils, take responsibility for the safety of students through supervision duties, support school and community programmes, undertake performance appraisal and attend relevant school meetings.

SPECIFIC RESPONSIBILITIES: English

As a member of the English Department team your specific responsibilities are: Teaching English language and literature in classes 7-12 (Yr. 8-13).

This includes teaching particular Steiner school Main Lessons based on the understanding of the human being arising out of the educational view of Steiner education.

Be available to teach other Humanities subjects according to individual subject strengths and support any other requirements of the school learning programme.

Take an active part in the school's extra curricula activities such as school sports, school fair, annual US camps and especially the annual Upper School Drama production

Deliver and assess senior learning programmes using a range of appropriate assessment methods, including nationally validated qualifications NCEA levels 1, 2, 3 using Achievement standards and Unit Standards.

Keep informed about developments in English teaching and provide advice on suitable English learning programme development, where requested, to the school management.

Complete a two year in - service 'Diploma of Steiner Education' course which includes meetings on site and with external providers or any other training as seen necessary.

Take an active part in professional development and participate in the school performance management system.

Specific Responsibilities:

Upper school SPECIAL ED COORDINATOR (SENCO)

As HOD, duties required are to maintain and develop an effective Special department that will include the following:

- Assist the employment of, support and timetabling teacher aides
- Monitor their work with students
- Maintaining and reviewing the special ed register. Maintain up to date student files
- Organise IEP meetings and review meetings
- Write up IEP reports and reviewing these regularly
- Monitor the Special Ed program
- Make referrals to the RTLB and meet her on a regular basis to discuss implementing a program for the student under her watch
- Ensure the Port Hills Support senior student (year 11 and above) grant is appropriately deployed and reviewed each year with a report on this sent annually to the RTLB and the cluster group
- Applying for Special Exam conditions for senior students on current ed psych reports each June
- Have regular meetings with teacher aides and enable them to attend PD days where practicable
- Apply for specific at risk students to undertake the Correspondence School Literacy Supported Learning Programme and monitor this. Regularly liaise with teachers over this.
- Attend PD days relevant to SENCOs
- Meet regularly with parents regarding any Spec Ed concerns relating to their child
- On occasions apply for ORRS funding where none has been sought for an eligible student
- Apply for Enhanced Programme Fund or any other funding available to augment the US's portion of SEG.
- Liaise with subject teachers and speak at meetings or organise speakers from time to time
- Liaise with GSE, Seabrook McKenzie, Hagley Diagnostic, Whakatata House, Ruth Baker, Robyn Ritchie on occasions
- Suggest referrals to Robyn Ritchie (anthroposophical OT, Helios House) or to Seabrook McKenzie Centre or Hagley Diagnostic Unit
- Purchase and renew US Spec Ed resources and undergo training (eg with Learning Staircase) if this is required as part of the package.
- When needed, write Spec Ed entries in the newsletter, eg advising parents of the procedural steps and time frame for applying for special exam conditions should they have some reason to believe their child may benefit from them.
- Conduct and interpret running records, BURT, LASS Secondary and PROBE tests
- Write up job descriptions for teacher aide
- Conduct performance appraisal for teacher aides
- Liaise with US Budget holder and librarian in organising for extra time and reader/writers as special exam conditions
- Maintain a register of reader/writers available
- Arranges peer tutoring if this is feasible
- Write annual report to BOT

PERFORMANCE REQUIREMENTS:

Teachers will be attested annually on their performance in respect of the **Professional Standards** for teachers as laid down by the Ministry of Education. These are:

- a) **Special Character**
- b) **Professional Knowledge**
- c) **Professional Development**
- d) **Teaching Techniques**
- e) **Student Management & Motivation**
- f) **Te Reo me ona Tikanga**
- g) **Effective Communication**
- h) **Support and Co-operation with Colleagues**
- i) **Contribution to Wider School Activities**

Further details can be found in the **School Performance Management Scheme** documentation attached.

Management Responsibilities

These requirements are detailed in the relevant management task job description (see QM statement). All permanent teachers are required to be an active member of at least one management task group.

RESPONSIBLE TO: The Board of Trustees through the College of Teachers, and any person appointed by that group.

Signed:

Signed:

(for the College of Teachers)

(teacher)

Date:

Date: