



Moorland Waldorf School

Education Coordinator Job description

Moorland Waldorf School is a small Steiner Waldorf school in rural North Yorkshire. It is managed by the Eskdale Community Trust for Education, a registered incorporated charity.

We are currently seeking a part-time Education Coordinator to work with staff and trustees on all aspects of educational development and compliance.

This is a half-time post and working hours will be by agreement. Some of the work could be done from home, although a regular pattern of weekly attendance in school would be necessary. The salary for this post £12,500 (gross) per annum. Free school places are available for staff with children of primary school age.

The focus of the role is to ensure that Moorland Waldorf is fully compliant with all aspects of Ofsted inspection and the Independent Schools Standards. In the first instance this will mean intensive work to fulfil the requirements of the School Improvement Plan, especially in (but not limited to) curriculum areas. This will require working alongside teaching colleagues, the College of Teachers, and the Board of Trustees, taking a leading role in the new Education Sub-Committee.

The Education Coordinator will be responsible to the Board of Trustees and be a member of the College of Teachers. The Board of Trustees will delegate authority to the Education Coordinator for ensuring the implementation of the School Improvement Plan.

In addition to this 0.5 role, there could be the opportunity to teach in the main class should the postholder so wish. This would be a separate arrangement.

General purpose of the role

- To support the ethos and principles of Moorland Waldorf School.
- To be committed to ensuring compliance with the Independent Schools Standards and to achieving a more successful outcome at the next Ofsted inspection.
- To support staff and trustees in a period of change

The role

- To ensure compliance with the Independent Schools Standards
- To develop over time the current School Improvement Plan and to ensure its implementation on a day-to-day basis.
- To develop a new curriculum framework which blends the national inspection requirements with Steiner principles and curriculum.

- To work with kindergarten, main class teachers and other subject specialists to develop new subject specific curricula.
- To work with designated trustees on all other aspects of the Independent School Standards.
- To produce school performance reports for trustees.
- To line manage the School Administrator in those aspects of work directly relating to the Standards.
- To recommend training for staff.
- To take responsibility for safeguarding, either as DSL or deputy DSL

Essential criteria for this position

- Ability to work as part of a team and independently
- Exceptional self-motivation, drive and sense of responsibility
- Experience of empathetic and creative leadership in a previous role
- Excellent communication and people skills
- Experience of managing change or a clear understanding of the issues raised by change and how to deal with them

For further details about our school and a recruitment pack for this post, please see our website

www.moorlandwaldorf.org

The Eskdale Community Trust for Education is committed to safeguarding children and young people, we expect all applicants to uphold this. All post holders are subject to a satisfactory enhanced Disclosure Barring Service check and other employment and qualifications



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Eskdale Community Trust for Education

Moorland Waldorf School

General information

Moorland Waldorf School is seeking a part-time (0.5 FTE) Education Coordinator for the autumn term 2022 (start date 1st September) to join our small team of staff. This is a one-year contract in the first instance.

Moorland Waldorf School is in a very rural setting in the heart of the North Yorkshire Moors, in purpose-built premises in The Village College, Botton, near Danby.

The school is an independent Steiner Waldorf school managed by a registered charity, the Eskdale Community Trust for Education. The day-to-day running of the school is in the hands of the College of Teachers which meets weekly throughout the school year. The Education Manager will be a member of the College.

The school currently has five paid staff, including a full-time administrator, and several voluntary teachers. It is small, normally between six – ten children in kindergarten and a similar number in the main class. We are currently engaged in a programme of promotion to develop the school's activities and increase our numbers.

Our staff are expected to be committed to the Waldorf educational ethos of the school, its vision, and its curriculum and to support the school's activities.

Please read the school website before applying, paying careful attention to the school's Child Protection policy.

A full role description and person specification can be found [here](#)

Salary: £12,500 gross per annum

Closing date: 01 June 2021

Interviews: w/c 14 June 2021

Start date: 1 September 2021

How to Apply

Complete the application form included in the job pack. Please ensure that you fill in all sections. Where you are unable to complete a section, please say why. Also ensure that any significant gaps in your education or employment are explained.

Applications are to be made by completing the application form and sending it:

- by email to info@moorlandwaldorf.org with 'FAO Trustees – Education Coordinator' in the subject line of the message. Please include a covering message in the body of the email.

or

- by post to The Trustees, Moorland Waldorf School, Botton Village, Nr Danby, North Yorkshire YO21 2NJ, clearly marked 'Education Coordinator' on the envelope. Please include a covering letter.

Safer recruitment

The Eskdale Community Trust for Education and Moorland Waldorf School are committed to keeping all children in our care safe and secure.

Please note that the form asks candidates to provide details of two named referees, one of whom should be your last employer. References will be taken before interview for short-listed candidates. You should not give a friend or family member as a referee. Referees will **always** be asked specific questions about:

- Their relationship to the candidate.
- The candidate's suitability for working with children and young people.
- Any disciplinary warnings, including time-expired warnings that relate to the safeguarding of children.
- The candidate's suitability for this post.

We will check all qualifications prior to interview.

All interview candidates will be required to bring proof of identity to the interview and be able to prove that they have the right to work in the UK.

The successful candidate will be subject to an enhanced Disclosure and Barring Service check and other employment checks which may be deemed necessary by the Trust.



Moorland Waldorf School

Education coordinator Person specification

Qualifications		
Qualified Teacher Status	Essential	Application form; checks
A university degree	Essential	Application form; checks
A child protection qualification at Level 3 (or the willingness to do online training)	Desirable	Application form; check; interview
Experience		
Substantial teaching experience	Essential	Application form; references; interview
Involvement in school self-evaluation and development planning	Essential	Application form; interview
Experience of successful preparation for inspections	Essential	Application form; references; interview
Experience of the use of monitoring and evaluation to raise pupil achievement	Essential	Application form; interview
Knowledge of Steiner Waldorf education	Desirable – willingness to learn	Application form; interview
Skills and knowledge		
Excellent communication skills both verbal and in writing.	Essential	Application form; covering statement; interview

Good understanding of safeguarding/child protection in schools	Essential	Application form; interview; references
Knowledge of quality assurance procedures within a school	Desirable	Application form; interview; references
Good understanding of curriculum planning and development	Essential	Application form; interview; references
Knowledge of Independent Schools Standards	Desirable – or a willingness to learn	Application form; interview
Good IT skills	Essential	Interview
Ability to maintain good administrative records.	Essential	Interview; application form; references
Personal qualities		
A commitment to getting the best outcomes for all pupils	Essential	Interview
Ability to work in a small team	Essential	Interview; application form
Proven ability to work on own initiative	Essential	Interview; application form
Commitment to maintaining confidentiality at all times	Essential	Interview
Commitment to safeguarding, equality and diversity	Essential	Interview
Ability to build and maintain good relationships with staff, relating to them perceptively and sympathetically as part of the management of change process	Essential	Interview
Be well organised and resourceful	Essential	Interview
Be enthusiastic and committed to the role	Essential	Interview

Moorland Waldorf

An initiative of the Eskdale Community Trust for Education

Job Application Form

Please fill out all sections of this form.

- The 'Personal Details' section is at the end of the form. When we shortlist applicants, we will detach this section so that we only judge your application on your qualifications, skills and experience, not on any personal details.
- Please note that a high level of vetting is undertaken on candidates including a DBS (Disclosure and Barring Service) check. The level of Disclosure required for this post is given in the Application Pack.
- Moorland Waldorf is an Equal Opportunities Employer. We welcome all applications and we will judge them solely on the capability of the applicant to carry out the duties of the post.
- Please be aware that it is an offence to apply for this role if you are barred from engaging in regulated activity relevant to children.

If you are filling this form out on a computer, you can type your name where a signature is required. You may be asked to sign a paper copy at interview.

Title of post applied for	
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Please write clearly in black ink or type on a computer, adding lines or separate sheets where necessary.

1. YOUR PRESENT POST

Title of post		Salary p.a.		
Name of employer		Business of employer:		
Address of employer				
Telephone no. of employer:				
If your employer is a school, please indicate	Type of school	Age range you work with	Number on role	Full or part-time (%)
Date this employment began		Date ended (if Applicable)		
Please outline your responsibilities, to whom you are responsible and any staff responsible to you (if applicable)				
Period of notice required:				

2. RELEVANT SKILLS AND KNOWLEDGE

Please outline below your relevant skills, abilities, knowledge, experience which help you meet the person specification for this post. Please give your reasons for applying for this post. Include a description of your connection to and understanding of Steiner Waldorf education. (Max word count 1500)

3. EDUCATION AND OTHER TRAINING /IN-SERVICE STUDIES

Please begin with most recent and include school qualifications. Use a separate continuation sheet if necessary. If you are offered a post, you will be asked for original evidence of your qualifications prior to appointment. We reserve the right to approach any education provider to verify your qualifications.

Place of education	From/to	Qualifications obtained

Qualified Teacher Status

If applicable, please enter below the date when QTS was obtained

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4. PREVIOUS EMPLOYMENT

Please begin with most recent (you need not include the details of your current employer given above) and explain any gaps in employment. Use a separate continuation sheet if necessary.

Title of post	Name of employer	From/to	Reason for leaving this post

5. REFERENCES

One of your referees must be your current or most recent employer. Please note that, in addition to your two nominated referees, your other employers may be contacted without seeking further permission from you in relation to your employment history as part of the vetting process. Do not give personal friends or family as referees.

Please give details of two nominated referees	
Name:	Name:
Job title:	Job title:
Address:	Address:
Tel no. (inc area code)	Tel no. (inc area code)
Email:	
Relationship to you:	Relationship to you:
Please note that we will take up references prior to interview. If you would prefer us NOT to do this, please state your reason here:	

7. OTHER INFORMATION

Disability Discrimination Act 1995

Do you consider yourself to be disabled under the Disability Discrimination Act	Yes No
If yes, are there any adjustments that you think we could make to overcome a disability in relation to the essential requirements of this post?	Yes No
If yes, please provide further details:	
If selected for interview, do you require any assistance/adaptations to help you to attend?	Yes No
If yes, what do you require?	

8. CRIMINAL RECORDS, CONVICTIONS, CAUTIONS

Please read this information carefully then answer the questions below.

- ECTE will require an enhanced Disclosure and Barring Service check for all candidates.
- Jobs working with children are exempt under the Rehabilitation of Offenders Act (1974) by virtue of an amended Exceptions Order. This means that you cannot withhold information about any spent or unspent convictions in applying for this post. You are also asked not to withhold information about cautions, reprimands, final warnings, bans and other non-conviction information such as police enquiries and pending prosecutions.
- Checks may also be made with Local Authority Child Protection Registers where you have lived in the past. In applying for this post, you are giving permission for such Registers to be checked and for the local authorities concerned to share relevant information with us for the purpose of your application for employment. You are also giving permission for past employers to be contacted regarding this application for employment.
- Shortlisted applicants will be asked to bring **proof of identity** with them to their interview e.g. current passport or new-style driving licence, plus at least one item of address related evidence such as a utilities bill.
- If your application is successful, a provisional offer of employment will be made while we initiate a DBS check, follow up references and confirm your qualifications. We may also carry out other vetting procedures as described above.
- You will receive your own copy of the results of the check directly from the DBS, and the school will receive its own copy of the results simultaneously.

You must answer Yes or No to the following questions:

1. Do you have any unspent conditional cautions/convictions under the Rehabilitation of Offenders Act 1974?
Yes No
2. Do you have any adult cautions (simple/conditional) or spent convictions that are not protected as defined by the Rehabilitation of Offenders Act 1974 (exceptions) Order 1975 (amendment)(England and Wales) Order 2020?
Yes No

Please note:

The amendment to the Rehabilitation of Offenders Act 1974 (exceptions) Order 1975 (2013 and 2020) provides that when applying for certain jobs and activities certain convictions and cautions are considered protected. This means that they do not need to be disclosed to

employers and, if they are disclosed, employers cannot take them into account. Guidance about whether a conviction or caution should be disclosed can be found in 'Changes to the Criminal Records System November 2020.docx Page2' on the Ministry of Justice Website and on the websites of charities NACRO and UNLOCK.

Statement: I confirm that I have read and understood the provisions above.

Signed.....

Date.....

9. PERSONAL DETAILS

Family name:		First names:	
Any previous family name (if different from above)		Preferred title: (Mr, Ms, Mrs etc)	
Address (inc. post code)		Tel no. (landline)	
		Tel.no (mobile)	
		Email address	
		National Insurance Number	
		Teacher reference number	
Nationality:		If you are not a British or EU citizen or do not have permanent right to remain in the UK, you will require a work permit	
Do you need a work permit to work in the UK?		Please indicate Yes or No	
How did you find out about this vacancy?			

DECLARATION

I declare that the information given in this application is true and complete. I understand that if I have given any misleading information on this form or made any omissions, this will be sufficient grounds for terminating my employment			
Signature:		Date:	
Full name:			
The information provided by you, as an applicant, on this form will be stored either on paper records or a computer system in accordance with the Data Protection Act 2018 and will be processed solely in connection with recruitment.			

If filling this form out electronically you can type your name where a signature is required. You may be asked to sign a paper copy at interview.