



HEAD OF LOWER SCHOOL

Starting September 2023

The Acorn School is an independent, co-educational school which provides an invigorating, quality education for pupils from 7 to 18 years of age. The diverse curriculum integrates creative and physical activities with academic studies to form a unique, threefold structure designed to support and engage students throughout the various stages of their development.

The school was rated 'Good' across all categories in its most recent Ofsted inspection (published March 4th 2019). Ofsted recognised being a teacher at The Acorn School as a rewarding experience:

*"Teachers share a love and enjoyment of learning. Lessons often include art, songs, literature and reading as various ways to engage pupils and develop a broad range of knowledge as well as to spark an interest. Pupils respond accordingly and delight in the different activities."
Ofsted, 2019*

A fantastic opportunity has arisen to join as a senior leader in the role head of lower school from September 2023. We are looking for an experienced Steiner leader and teacher who possesses the ability and motivation to lead our lower school teaching team to provide an outstanding education.

Job details

Contract type:	Full time, permanent
Reporting to:	Co-Headteacher
Responsible for:	Lower school leadership and teaching teams
Salary:	Dependent on experience
Leave:	Due to the nature of the post, annual leave cannot be taken during term time.
Pension:	Auto enrolment pension scheme
School Fees:	Eligibility for a leadership bursary of 50% school fee reduction
Note:	This role may be combined with the co-headteacher role depending on experience and expertise.

Role Overview

The head of lower school, under the direction of the co-headteacher, will be responsible for providing the leadership and management of the lower school in line with the vision of the Governance Board and manage the day-to-day running of the lower school.

Main responsibilities of the post:

- To participate as a member of the Leadership Team (LT) in the planning and implementation of policies, practice and working procedures with a specific focus on the Lower School (Classes 1 – 8).
- To support the school's ethos, principles and objectives and work with the Leadership Team and Governance Team to ensure that future development is aligned with these.
- To oversee the Lower School educational programme which will include:



- Managing, in consultation with the governance and leadership team, the overall strategic direction and implementation of the lower school's Steiner-inspired curriculum.
- Overseeing the continual development of educational standards.
- Work with staff to promote high quality teaching across all subjects
- Ensure that monitoring and upkeep of educational planning, records and reports are maintained.
- To manage the transition of student into Class 1 and Lower School students into the Acorn Upper School and to other schools, where students leave during their lower school years
- To attend parents' evenings with the Class Teachers and communicate with parents and guardians regarding the Lower School programme and individual students' progress.
- To represent the Lower School programme such as to parents and guardians or external agencies.
- To support the headteacher with the performance management and supervision of the Lower School teaching team, ensuring that specific attention is paid to their training and developmental needs.
 - All of this work to be carried out regularly and methodically via planned and recorded supervision and performance management sessions in line with the school's policies.
 - Provide training and continuing professional development (CPD) opportunities for all school staff
- To work with the leadership team in the recruitment of Lower School teachers and to ensure that induction is undertaken, in line with the school's procedures.
- To take on some teaching responsibilities according to experience and subject expertise.
- Liaise effectively and efficiently with all relevant members of the Leadership and Governance Teams
- To work within The Acorn School's policies and procedures and to ensure that all staff do likewise.

Essential application information

The Acorn School is committed to safeguarding children and young people and expects all staff and volunteers to share this commitment. Candidates must be suitable to work with children and will be expected to undertake an advanced Criminal Records Bureau disclosure.

Candidates must have the right to work in the United Kingdom. Candidates from abroad will be asked to provide criminal records clearance from countries of residence, as well as evidence of eligibility to work in the United Kingdom.



CRITERIA	QUALITIES
Qualifications and training	<ul style="list-style-type: none">• Qualified teacher status• Steiner teaching qualification• Degree• Leadership qualification (desirable)
Experience	<ul style="list-style-type: none">• Successful leadership and management experience in a Steiner (or similar) school• Significant Teaching experience in a Steiner (or similar) Lower School• Involvement in school self-evaluation and development planning• Demonstrable experience of successful line management and staff development
Skills and knowledge	<ul style="list-style-type: none">• Understanding of high-quality teaching based on evidence, and the ability to model this for others and support others to improve• Effective communication and interpersonal skills• Ability to communicate a vision and inspire others• Ability to build effective working relationships
Personal qualities	<ul style="list-style-type: none">• Commitment to uphold the 7 principles of public life (the Nolan principles) at all times• A commitment to getting the best outcomes for all pupils and promoting the ethos and values of the school• Ability to work under pressure and prioritise effectively• Commitment to maintaining confidentiality at all times• Commitment to safeguarding and equality, ensuring that personal beliefs are not expressed in ways that exploit the position

Notes:

This job description may be amended at any time in consultation with the postholder.

Last review date: May 2023

Head of Governance Board signature: _____

Date: _____

Postholder's signature: _____

Date: _____