



## ***Crafts (Woodwork & Metalwork) Teacher***

**Reports to: Education Manager via Upper School/Subject Leadership**

### **Role Purpose:**

The Crafts (Woodwork & Metalwork) Teacher will teach the Crafts (Woodwork & Metalwork) curriculum at Elmfield Rudolf Steiner School. They will take a central role in developing this area of school life. They will be responsible for groups of pupils up to a maximum of 25 per class taught, between the ages of 8 and 17 years. They will have both educational and pastoral responsibilities

### **Main Responsibilities:**

To teach Crafts (Woodwork & Metalwork) Lessons to Classes 5 to 11 (ages 10 – 17 years) including but not limited to: copper beating; jewellery making, stained glass; leather work; green woodwork; carving; whittling; forging; knife making; enamelling; bow and arrow making; joinery; soapstone carving, etc.

- To plan, prepare and teach suitable Crafts (Woodwork & Metalwork) Teacher lessons and maintain the progress of all pupils through the subject at a pace suitable to their age, development and ability in line with the School's curriculum policy.
- To support the development of both the Steiner Waldorf Curriculum and Arts Awards at Elmfield Rudolf Steiner School.
- To maintain discipline at all times so that the learning objectives of the lesson and the provisions of the School's Health and Safety policy are met.
- To maintain records of students' health and safety training.
- To take part in the appraisal of his/her own work performance, and assist in the peer mentoring of colleagues.
- If attending College, to share in carrying responsibility for some aspects of the School including some administrative and mandate group work.
- To act as an upper school class guardian with responsibility for pastoral care, as required.
- To keep familiar with and uphold the School's policies and decisions.
- To act as departmental budget holder. Monitor and keep to budgets, organise or purchase necessary materials within appropriate time frames and in line with our procedures.
- Promote and safeguard the welfare of the children throughout the school
- Contribute to the care of the physical environment across the whole school.

### **Other Duties:**

- Keep and maintain all relevant Risk Assessments in cooperation with the Health and Safety Officer
- Attend monthly Health and Safety meetings.
- Ensure own health and safety training is up-to-date.

- Ensure Control Of Substances Hazardous to Health (COSHH) folder is up-to-date.
- Ensuring the workshop is a safe working and teaching environment for students.
- Maintaining and repairing all machinery in the workshop in good and safe working condition, including: bandsaw, table saw, jointer/planer, drum sander, router table/router, drilling machine and hand power tools plus all associated LEV.
- Keeping a maintenance record of all the machinery & LEV.
- Ensure LEV is tested annually.
- Ensure all electrical appliances and machinery is tested every 18 months.
- Ensure the gas forge is safety checked and maintained annually.
- Sharpen and maintain all hand tools relevant to the crafts taught.
- Cleaning and tidying the workshop daily and weekly and annually.
- Occasionally assist other teachers with craft projects, as appropriate
- Occasionally assist maintenance staff, as appropriate.
- Liaising with parents on subject specific matters.
- Evaluate pupils' work and prepare reports as required.
- Share responsibility for supervision of all pupils during break and lunchtimes.
- To cover for absent colleagues as required.
- Attend weekly staff, departmental and college meetings, as required.
- If appointed as class guardian, to organise and present parents' evenings, take particular responsibility for the pastoral care of pupils, take class trips and whatever steps are required in the interests of the pupils' emerging welfare and academic needs.
- To interview prospective pupils and parents.
- To participate in staff training, development and study days, as required.
- Attend evening or weekend events, such as open days or advent / summer fayres, as required.

#### **Person Specification:**

##### **Essential Qualifications:**

- Recognised relevant training and/or experience in Woodwork and Metalwork

##### **Desirable Qualifications:**

- Relevant Degree and Post Graduate Certificate of Education and QTS.
- Proven successful teaching experience in a School(s).

##### **Attributes/Skills Required:**

- Interest in or commitment to Steiner / Waldorf Education.
- Able to work as part of a team and on your own, and to show leadership as appropriate.
- Flexible and positive attitude to work.
- Good communicator, with children, parents and colleagues.
- An appropriate level of fitness to meet the physical demands of the job (e.g. moving equipment, providing physical support to students in lessons).
- Able to cope with pressure and to resolve conflicts as necessary.
- Responsible, self motivated and well organised.
- Creativity and imagination.

For the avoidance of doubt, the duties and responsibilities contained within this job description may change from time to time according to the requirements of the role and it is not intended to have contractual effect.

Agreed by: .....

Date:

Agreed by jobholder: .....

Date: