



EDINBURGH
STEINER
SCHOOL

Programme Coordinator (Teacher Training)

Salary and hours on application

Edinburgh Steiner School is seeking a well-qualified and inspirational educational leader for the post of Course Coordinator for the Edinburgh Steiner Teacher Education Course (ESTEC).

This is a part-time, three year programme running every Saturday during term time. Maximum student numbers are around 36 across the three year groups.

The Programme has recently been credit-rated by the University of Edinburgh at SCQF Level 10 and graduates are awarded a Professional Diploma in Steiner-Waldorf Education. The Programme is delivered by experienced and specialist tutors.

The post-holder will report to the Trustees and College of Teachers of Edinburgh Steiner School.

The post entails both administrative and academic duties, and includes taking primary responsibility for the continued successful delivery of ESTEC in line with current and future regulatory requirements. You will become a key member of the school community. Core duties include, but are not restricted to:

- Organising the interviewing of applicants, checking documentation and offering of places
- Financial arrangements planning
- Coordinating Timetabling
- Updating Programme documentation for students, tutors and external bodies
- Coordinating delivery, evaluation and quality assurance and enhancement of the Programme

Further details, including a full job description, are available on request.

Person specification

Applicants should:

1. Be registered with the General Teaching Council for Scotland, or eligible for registration
2. Hold a further education qualification equivalent to SCQF Level 11 (Masters Level)
3. Be an experienced Lower School Steiner/Waldorf Teacher with extensive knowledge and experience of Steiner education and anthroposophy
4. Have extensive experience of teaching students in the Higher Education sector up to SCQF Level 10
5. Be familiar with diverse approaches to adult education, including those based in anthroposophy
6. Be familiar with, and capable of managing, complex administrative and quality assurance processes in relation to student progress, assessment, marking, feedback, moderation, review and evaluation and external examining
7. Have experience/a qualification in coaching and mentoring
8. Have strong written and verbal communication skills
9. Be available to work on Saturdays

Please send a CV, letter of application and the names and email addresses of two referees to Helen Newton at:
management@edinburghsteinerschool.org.uk .

www.edinburghsteinerschool.org.uk

60 Spylaw Road Edinburgh EH10 5BR T: 0131 337 3410 E: info@edinburghsteinerschool.org.uk

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