



## Steiner Waldorf Schools Fellowship

### Job Description - Fellowship Executive

**Responsible to: Board of Trustees**

The Fellowship is the associative body for Steiner Waldorf Schools in the UK.

The post-holder will be expected to embrace, articulate and work out of the key principles that Fellowship is based upon:

- Safeguard and develop the ethos and identity of Steiner education
- Support schools and settings in providing a high quality and distinctive education
- Represent the interests of Steiner education in the wider educational, academic, social and political context.

#### Main Duties

**1. Working with external stakeholders**

The Fellowship Executive is expected to engage and work with a wide range of stakeholders at a strategic as well as operational level; including (but not limited to):

- a. To take primary responsibility for the public face of Steiner Education, including press relations and social media.
- b. To be a highly effective ambassador for Steiner Waldorf Education and the SWSF, representing its interests with local, regional, national and international groups.
- c. Strategic PR: proactive engagement with the media, newspapers, positioning of press releases, instigating positive news stories and sourcing these nationally as well as internationally
- d. Lobbying: engaging nationally and internationally with high profile personalities of the public, cultural, political and academic life
- e. Interaction with key stakeholders such as DFE, Ofsted, government: proactively engage with regulators and the government in order to raise awareness, train and advocate the distinct approach of education and ensure that its distinctiveness is protected, understood and well regarded
- f. Leading of parent/alumni association: supporting the development of other organisations such as parent and alumni organisations that strengthen the cause of Steiner Waldorf Education and its schools

## **2. Develop Steiner Waldorf Education as a beacon in the educational landscape in the UK**

- a. Driving through a school improvement campaign for schools to meet external and internal requirements; hence working with experts both in Steiner Pedagogy as well as compliance and regulation to support schools to create excellence
- b. Commissioning of external internal reviews, research etc. as required to develop Steiner Waldorf Education as a beacon in the UK
- c. Support schools to understand external and internal requirements, such as regulations, HR and finances
- d. Supporting the development of a feasible business model for schools and provide guidance to schools-with external expertise if necessary
- e. Support the development of leadership and leadership models in schools
- f. Offer training in Steiner Waldorf education to National Leaders of Governance
- g. Develop an effective accreditation system for Steiner Waldorf Schools and implement the trademark effectively; ensure that this accreditation system is monitored effectively
- h. To have awareness of any changes and updates to regulations and requirements and share those with schools, Fellowship colleagues and Trustees.

## **3. Leading the Fellowship**

- a. To have overall responsibility for the operational, service delivery and performance management issues of the Fellowship and its staff.
- b. Develop a strategic plan for agreement by the Trustees that leads the Fellowship and Steiner Waldorf Education into the future
- c. Overseeing the execution, review and development of the strategic plan and reporting back to Trustees
- d. Oversight and development of the Fellowship's finances
  - i. Oversee the fellowships finances to ensure sustainability and report regularly to the Trustees
  - ii. Negotiating fees with member schools as necessary
  - iii. Holding school to account where necessary for their financial contribution
  - iv. Ensure that regular management accounts are presented to the Trustees
- e. Setting fundraising strategy, commissioning fundraising to develop the possibilities the Fellowship can offer to schools
- f. Line-management of the Fellowship staff in a collaborative and cooperative manner; leading team meetings; support and challenge
- g. To be responsible for ensuring a good level of communication across all levels of the organisation, whether they are students, staff, volunteers, Trustees or external stakeholders.
- h. Prepare Trustees meetings well and provide regular reports on all Fellowship activities to the Trustees.
- i. Conduct the role of the company secretary
- j. Keep the organisational structure of the fellowship under review and suggest amendments to the Trustees as appropriate

- k. Lead on the updating of internal policies and ensure that the policies and procedures within the Fellowship are fit for purpose and are implemented and updated in accordance with legislation/compliance requirements and our own policy framework
- l. Other tasks as required by the organisation, commensurate with the grade of the post

## General

1. To share the Fellowship's commitment for promoting and safeguarding the welfare of children and young people.
2. To be responsible for promoting and safeguarding the welfare of children and young people that you come into contact with.
3. To carry out the above duties in accordance with the Fellowship's Health and Safety Policy.
4. To actively support and promote equality and diversity throughout the organisation.
5. To work co-operatively with other staff within the organisation.
6. To comply with all the policies and procedures of the organisation.
7. To maintain exemplary standards of professionalism, honesty and respect at all times, and not abuse the privilege of access to confidential information.
8. To be responsible for the care and development for your working area.
9. To attend meetings and supervision as required.
10. To deliver training or development opportunities as required.
11. To maintain a 'duty of candour' and to be open and honest at all times, ensuring that concerns are raised promptly through the appropriate management routes.
12. To undertake training and development as required by the organisation with regards to Steiner Education as well as other requirements. To be committed to professional self-development, through participation in-service training as necessary for the successful carrying out the role.
13. To undertake work related continued professional development (CPD) as required by the post.
14. May, from time to time be required to work additional hours as shall be reasonably necessary to discharge properly your duties and responsibilities outlined in this job description.
15. To undertake any other duties appropriate to this level of post which will evolve as the job progresses until the job description is reviewed.

- 16. The post holder will contribute to the whole life of the organisation.
- 17. The post holder will be expected to travel on a regular basis.
- 18. Evening and weekend working will be required.

**Staff Management and Supervision**

The Fellowship Executive has direct line management responsibility for all Fellowship staff.

**Liaison**

To liaise with all staff employed by the organisation, the Board of Trustees, professional bodies, external consultants, and any outside bodies as and when required.

**Job Revision**

This job description should be regarded as a guide to the duties required and is not definitive or restrictive in any way. The duties of the post may be varied from time to time in response to changing circumstances. This job description does not form part of the contract of employment.

Where the post holder is disabled or becomes disabled every effort will be made to supply all necessary aids, adaptations or equipment to allow them to carry out all the duties of the job. If, however, a certain task proves to be unachievable job redesign will be given full consideration.

**Person Spec**

Skills	Desired/essential	Assessment (application form=AF; Interview=I; practical tasks=PT)
In depth experience and commitment to working with the ethos, principles and practice of Steiner Waldorf Education (teaching/administration)	essential	AF/I
Proven communication skills/ people skills	essential	AF/I
Ability to work independently and as part of a team	essential	AF/I
Experience of line-managing staff	essential	AF/I
Experience of larger budget responsibility	essential	AF/I/PT
Experience of fundraising	essential	AF/I
Experience of resolving HR and staffing matters	essential	AF/I
experience of strategic planning	essential	AF/I/PT
experience of leadership at a strategic level	essential	AF/I/PT
IT skills	essential	AF/PT
Excellent administration skills (self and systems)	essential	AF/I/PT
Willingness to travel	essential	AF/I
Appropriate professional presentation	essential	AF/I/PT
Excellent understanding of relevant regulatory and legal	essential	AF/I/PT

matters		
Fulfilling the vision and taking initiatives	essential	AF/I/PT
Proven leadership ability	essential	AF/I
Innovative, capacity for lateral thinking	essential	AF/I/PT
Public speaking	essential	AF/I
PR skills	essential	AF/I
Ability to network	essential	AF/I
Lobbying experience	essential	AF/I
Working with government agencies	essential	AF/I
Experience of excel spreadsheets	essential	AF/I/PT
Website design	desired	AF/I
Ability to use publishing programmes	desired	AF/I
Writing and editing skills	essential	AF/I/PT
Experience/capability in conducting/interpreting educational research	desired	AF/I
Experience in initiating and organising workshops and seminars	essential	AF/I
Connection with the Education Section	desired	AF/I