

## We are looking for a Learning Support Assistant to start June 2018

**Apply by Thursday 17 May 2018**

Cardiff Steiner School are looking for a **Learning Support Assistant** to provide part time, 1:1 support for a 12 year old child at our School.

**Hours:** 19.17 hours per week, Monday to Friday, term time (approx 36 weeks). From 11.10am to 3.20pm (with 20mins break, unpaid), plus 6 x 1 hour half termly planning meetings per year.

**Pay:** Term Time only, £8.29 per hour (equivalent to £9.29 per hour including holiday pay element). Current hours equivalent to £6,537 for the school year

You'll join our dedicated Learning Support Team and work closely with the Class Teacher and School ALNCo to provide 1-1 support for educational, social and emotional development, in line with the pupil's Individual Development Plan (IDP). This rewarding role will suit someone with a deep interest in supporting children with additional learning needs, and the patience, empathy and understanding to help children achieve their potential. You should have a sound track record of supporting individual children, ideally at middle school age, and will see beyond simply providing help, focusing more on enabling independent learning and progress. You will have excellent interpersonal and communication skills, with the ability to quickly build strong relationships with children. With a real interest in Steiner Education and developing your practice, you'll have the enthusiasm and willingness to learn about the principles of Steiner Education and work within them.



[photo of other children at our School]

Cardiff Steiner School is committed to safeguarding children and young people, we expect all applicants to uphold this. All candidates must have suitability to work with children, and post holders are subject to a satisfactory enhanced Disclosure Barring Service check.

## About Us

Cardiff Steiner School is a dynamic and growing, independent Steiner School. Steiner Education is the largest and fastest growing independent school system in the world. It offers an inspiring and nurturing education based on the needs of the whole child - academic, physical, emotional and spiritual. Our distinctive, international curriculum integrates arts and academics into a rich, balanced education that ignites a lifelong passion for learning.

The School currently has pupils from Kindergarten to Class 8/9, with the school growing with them up to Class 12 by 2020. You'll join us on an exciting stage of our journey. Founded in 1997, we opened our first classes in 2012, built upon the firm foundations of 15 years as a successful Kindergarten. From strong roots we've quickly grown, and opened our Upper School for age 14 to 18/19 in September 2017.

We are offering the Certificate of Steiner Education (NZCSE) - the first trans-national, secondary school qualification to be fully based on the Steiner curriculum. It is a valid, alternative secondary school qualification that allows students to progress to further/higher education, free from the pressure of GCSE and A level curricula and examinations.

We are a pioneering bunch with an irrepressible spirit who enjoy rising to the challenges and celebrating the joys that a young School brings. Our internationally diverse teaching team includes subject teachers in Bothmer (movement), Music, Handwork, Woodwork, Spanish, Games, as well as a team of specialist Upper School Teachers. We are a UK Steiner Waldorf School Fellowship Associate School, and are fully independent.

Please visit our website at [www.cardiffsteiner.org.uk](http://www.cardiffsteiner.org.uk) to learn more about the School.

## How to apply

You are very welcome to contact us to discuss the post on 029 2056 7986 or email [ask@cardiffsteiner.org.uk](mailto:ask@cardiffsteiner.org.uk)

Contact us for an Application Pack or download it at: [www.cardiffsteiner.org.uk/about/jobs-learning-support-assistant](http://www.cardiffsteiner.org.uk/about/jobs-learning-support-assistant)

**Applications should be received by Thursday 17 May 2018** to: Miranda Knight, Cardiff Steiner School, Hawthorn Road West, Llandaff North, Cardiff CF14 2FL [ask@cardiffsteiner.org.uk](mailto:ask@cardiffsteiner.org.uk) (029) 2056 7986 [www.cardiffsteiner.org.uk](http://www.cardiffsteiner.org.uk)

**The recruitment process will involve an interview and observed practice in the week starting 21 May 2018.**

## Job Description Learning Support Assistant

The position works under the direction of the Class Teacher and ALNCo, and is accountable through the College to the Board of Trustees.

The post is subject to the pupil's placement at the School, and the contract end date is conditional upon this. Due to the funding of this post, the post is not eligible for a staff discount on fees.

You will be supporting one child both in and outside the classroom as required, including at break and lunch times outside. Within the classroom you will be expected to join in and contribute to classroom activities with all of the pupils when appropriate.

- Help the pupil access and participate fully in the broad Steiner curriculum
- Support the pupil's inclusion in all aspects of School life
- Assist the pupil both in and outside of the classroom during lessons and any other activity taking place during that time, as required
- Support the pupil at lunch and break times, usually in the School playground
- Work closely with the Class Teacher and School ALNCo to provide individual 1-1 support for educational development, in line with the pupil's IDP, including:
  - Clarify and explain instructions
  - Motivate and encourage the pupil by providing levels of individual attention, reassurance and help with learning tasks as appropriate to the pupils' needs
  - Provide concentrated, individual, support for learning content which requires individual motivation and focus to stay engaged and on-task
  - Assist in areas that need support, e.g. speech and language, reading, spelling, numeracy, handwriting/presentation etc.
  - Provide differentiated/extension work, including additional 1:1 work inside and outside the classroom if required
- Work closely with the Class Teacher and School ALNCo to provide support for social and emotional development, in line with the pupil's IDP, including:
  - Support the pupil's social and emotional literacy, confidence and self-esteem, and learning to manage and self-regulate behaviour
  - Support the pupil to manage their mood and anxiety
  - Guide interaction with peers and adults where required, and promote and model positive and appropriate social interaction
  - Consistently and effectively implement agreed behaviour management strategies, reinforcing clear expectations and boundaries for behaviour in different settings
- Provide regular feedback on the pupil's progress to the Class Teacher/ALNCo, including feedback on the effectiveness of the strategies adopted
- Liaising with the Class Teacher, ALNCo and other professionals about Individual Development Plans (IDPs), contributing to the planning and delivery as appropriate
- To attend meetings as required. The post includes 1 hour IDP planning time with the Class Teacher/ALNCo per half term
- To take part in the appraisal of your own work performance
- To support the School's ethos, principles and objectives
- To be aware of and comply with the School's policies and procedures and to support their implementation particularly relating to safeguarding, equal opportunities, health and safety, security, confidentiality and data protection
- To uphold the School's commitment to safeguarding children and young people
- Any other duties reasonably requested by the School.
- The job description is current but liable to variation to reflect or anticipate changes in the requirements of the post.

## Person specification

### Essential

- A deep interest in supporting children with Additional Learning Needs
- A commitment to the ethos of our School and an enthusiasm and willingness to learn about the principles of Steiner Education and to work within them
- A sound track record of supporting individual children with Additional Learning Needs
- The ability to see beyond simply providing help, focusing more on enabling independent learning and progress
- An understanding of difficulties engaging in learning, mood sensitivity, unpredictable behaviour, and difficulties with peer interaction
- The ability to encourage, connect with and support children
- A fair but firm approach combined with personal warmth, patience, empathy and understanding
- The confidence, skills, resilience and resourcefulness to support behaviour and set consistent, clear boundaries
- An ability to act as a positive role model to pupils
- GCSE English and Maths Grade C or above or equivalent
- Excellent interpersonal and communication skills, and an ability to establish good working relationships with parents and colleagues
- Enthusiasm, initiative and self-motivation, with the ability to work on your own and as part of a team
- Good organisational skills and a strong sense of responsibility
- A positive approach to work and the ability to work under pressure
- Good written and verbal communication skills and the ability to implement and contribute to IDPs
- Flexibility, creativity and the ability to think laterally
- Excellent punctuality and time-keeping skills
- Suitability to work with children and willingness to undertake an Enhanced DBS disclosure;
- 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 UK. Candidates must have the right to work in the UK prior to application.

### Desirable

- Experience of supporting children at Middle School age
- Basic knowledge of Health & Safety
- Child Protection Training
- Current First Aid certificate or willingness to undertake First Aid Training
- Knowledge of the Steiner curriculum
- Practical or craft skills
- Learning Support/Teaching Assistant qualification or equivalent

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