

We are looking for a part-time Learning Support - Upper School (secondary)

Maternity cover from May 2021

Apply by Sun 9 May

Cardiff Steiner School are looking for a Learning Support with proven experience and understanding of working with students with additional learning needs, and with students between age 14 - 16 or 14 - 18. You'll have a strengths-based approach with the ability to see, appreciate and draw out individual student's potential. Ideally you'll have experience working at or above a Higher Level Teaching Assistant level or equivalent. An enthusiasm and willingness to learn about, and work within, the principles and practice of Steiner Waldorf education is essential.

Hours: 12.5 hours per week - as agreed, between 9.00am to 3.30pm Monday to Friday over 3-5 days per week (actual times may change based on timetabling requirements). We have a 36 week academic year.

Salary: The total annual salary is £7,906.66.



[other students at Cardiff Steiner 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

Set in Wales' capital city, the School offers a full Kindergarten to Class 12 Steiner Waldorf education. 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 expanded to Upper School in September 2017 offering the [Certificate of Steiner Education \(NZCSE\)](#) 2020-21 sees our very first Class 12 graduating with the Certificate.

The Certificate is 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 restrictions of GCSE and A level curricula** and examinations. The NZCSE It is offered in four of the seven UK Steiner Schools that go up to Class 12 and is the most widely offered qualification in UK Steiner Schools that offer a full K-Class 12 Steiner Waldorf education.

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, 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.

We offer a collaborative and supportive environment where you'll be part of an experienced and diverse team of 25 teaching staff, with a warm heart and strong community spirit. Supported by full time Administration, an active board of Trustees, and a supportive, engaged parent body - you'll enjoy an exciting balance of fresh practices and new ideas combined with wisdom, experience and dedication.

About the role

The primary focus of the post is to provide support for two Upper School students (age 15 and 16) with Statements of additional learning needs for 10.5 hours per week (3 hours and 7.5 hours per week respectively). This will include both 1-1/small group time and in-class support, as well as liaising with teachers, parents, external agencies and associated administration/PPA. There is an additional role of general Upper School Learning Support, assisting the work of the School's Additional Learning Needs Coordinator for 2 hours per week. Ideally the post will be carried by one person, though it may be possible to separate if required.

About Cardiff

Cardiff, Wales' capital city, is situated on the beautiful coastline of South Wales, and within easy reach of most places in the UK (we're just two hours from London by rail or road). Residents enjoy all the benefits of a cosmopolitan capital city (prominent universities, a large teaching hospital, a world-class opera company and thriving arts community) combined with a small-town friendliness, and a cost of living significantly lower than other parts of the UK -and we're surrounded by some of the most stunning countryside, coastline and beaches in the UK. Read more about Cardiff in our [Welcome to Cardiff Guide](#)



We have staff with property expertise who can help you **find and secure** suitable accommodation to rent or buy. The average price range of renting a 1-2 Bedroom Flat is £550-£650pcm, and a 3 bedroom house is £800-£1,000pcm. Cardiff has a lively rental market with options from city, suburban, rural and semi-rural properties all within a 40 minute drive time of the School.

How to apply

See Job Description and Person Specification on next page

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

Contact us for an Application Pack or download it at:
www.cardiffsteiner.org.uk/jobs-learning-support-upper-school

Please take a look at the **Job Description and Person Specification**, and complete and return the **Application Form and Equality & Diversity Questionnaire** **by Tues 13 April** to:

Nicola Robinson, Cardiff Steiner School, Hawthorn Road West, Llandaff North, Cardiff CF14 2FL
ask@cardiffsteiner.org.uk (029) 2056 7986

The recruitment process will involve an interview and observed teaching practice in the week starting 19 April 2021.

Come and Visit Us

If you are thinking about applying, but would like to find out more about us first, you are warmly invited to come and visit us. We'd love to meet you. Just contact us to arrange a time.



Job Description Learning Support - Upper School (secondary)

Responsible to: The position is a member of the School's Additional Learning Needs Team, reporting to, and working closely with the Additional Learning Needs Coordinator (ALNCo). It is also part of the Upper School Faculty, a team of specialist teachers carrying responsibility for the Upper School (age 14-18). The Faculty work with the leadership and support of the Upper School Education Coordinator and Teaching Development Group. The position is accountable through the College to the Board of Trustees.

The primary focus of the post is to provide support for two Upper School students (age 15 and 16) with Statements of additional learning needs for 10.5 hours per week (3 hours and 7.5 hours per week respectively). This will include both 1-1/small group time and in-class support, as well as liaising with teachers, parents, external agencies and associated administration/PPA.

There is an additional role of general Upper School Learning Support, assisting the work of the School's ALNCo for 2 hours per week. Ideally the post would be carried by one person over 3-5 days per week, though it may be possible to separate if required.

The 10.5 hour role is pro-rata of a full-time position, and the 2 hour role is term-time only. The total annual salary for all roles is £7,906.66.

The position is on a fixed term basis to cover the maternity leave of the permanent post-holder and is expected to last for approximately 12 months. Employment in this role will terminate upon the return of the permanent post-holder.

Main Duties and Responsibilities

- To enable the students to recognise and achieve their potential
- To provide ongoing 1-1/small-group time and in-class support as needed
- To support the students' organisational and study skills, and to develop/access suitable equipment/materials where appropriate
- To liaise with subject teachers and be informed about the curriculum and students' general progress
- To ensure a coordinated and inclusive approach to individualised learning within the broader curriculum
- To help identify students' learning needs and progress, and use this knowledge to support effective teaching strategies and learning
- To inform and communicate with all subject teachers – advising on and ensuring appropriate differentiation and a learning environment where the students can learn effectively
- To ensure good communication with home
- To liaise with other agencies and professionals as required
- To assist in record keeping, assessments and IDPs in accordance with statutory and School requirements
- To participate in the Admissions Process for new pupils and the Exclusions Process
- To participate in and support the Statementing Review process
- To liaise with and maintain regular contact with Upper School Teachers
- To maintain regular meetings and contact with the ALNCo

Student Specific Duties and Responsibilities

3 hours

- Developing organisational skills and ensuring access to appropriate tools and equipment and to encourage independence in learning
- Specific input for maths and literacy
- In-class and 1-1 support
- Support and guidance in understanding assignments
- Prioritising tasks and keeping on track
- Helping fill in learning gaps due to absence
- Liaising with home and outside tutor
- Regular contact and communication with Class Guardian and subject teachers

7 ½ hours per week

- Ensuring the student is on track and in the flow of tasks and assignments and adjusting to a new educational approach and setting
- Support for comprehension and clarification of tasks
- Subject based support including Maths, Literacy and in-class support for the core learning programme (Main Lessons)
- Awareness and support for well-being, social and emotional issues is integral to this provision
- Link in with pastoral and safeguarding provision
- Maintain communication with parents
- Inform and liaise with teachers regarding differentiation and support strategies

General Duties and Responsibilities

The following general duties are pro-rata for part-time employees, and as necessary for the effective undertaking of the post.

- To review and reflect on your own teaching practice and take part in the School's Teaching Development programme (observation, mentoring etc.) and take part in the appraisal of your own work performance
- To undertake appropriate preparation, study and training as necessary; including participating in work, study and Inset days during school holidays or weekends as required.
- To work effectively with teaching and support staff and the Management and Administrative Teams
- To support the School's ethos, principles and objectives
- To attend Teachers' meetings and other meetings as required
- To develop an understanding of, and work within, the School's compliance and legal obligations, including Welsh Government ALN legislation and guidance
- To be aware of and operate within the School's policies and procedures and to support their implementation including the Diversity & Inclusion, ALN, Behaviour and Health and Safety policies
- To uphold the School's commitment to safeguarding children and young people.
- To generate, receive and maintain confidential and sensitive files, information, data and reports, and to ensure the confidentiality and security of these
- To be a good advocate of Cardiff Steiner School at all times in your professional capacity as a member of staff
- 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. Employees must be prepared to be flexible and undertake altered duties where necessary in the light of the needs of the School.

Person specification

Knowledge/Qualifications

Essential

- Good working knowledge of Additional Learning Needs in education
- GCSE and equivalent Maths and English
- An enthusiasm and willingness to learn about the principles of Steiner Waldorf Education and to work within them

Desirable

- Learning Support training/qualification - ideally at Level 4 or above (Higher Level Teaching Assistant) or equivalent
- Understanding of the principles and practice of Steiner Waldorf education
- Graduate-level education/ qualification
- Steiner Waldorf teaching qualification (equivalent work experience acceptable) B.Ed/PGCE in secondary education or QTS.

Experience

Essential

- Proven experience and understanding of working with students with additional learning needs
- Successful experience of implementing and contributing to IEPs, learning programmes and effective intervention/support strategies
- Experience of working with students between age 14 - 16/ or 14 - 18

Desirable

- Successful Learning Support experience - ideally at Level 4 or above (Higher Level Teaching Assistant) or equivalent
- Successful teaching experience in a Steiner Waldorf school or equivalent appropriate experience

Aptitudes & Skills

Essential

- A genuine interest in teaching and working with students this age, and an ability to understand and support them
- A strengths-based approach with the ability to see, appreciate and draw out students' potential
- The ability to work collaboratively as part of a team whilst also working independently and using your own initiative
- Excellent interpersonal skills for working effectively to support colleagues, parents and students
- Excellent written and verbal communication skills
- An understanding of the importance of, and a commitment to, maintaining confidentiality of sensitive information
- Suitability to work with children and a satisfactory enhanced Disclosure Barring Service check
- 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.