

## **We are looking for a 1:1 Learning Support Assistant to start asap**

### **Apply now - open until filled**

Cardiff Steiner School are looking for a **Learning Support Assistant to provide 1:1 support** for a 7 year old child at our School.

You'll join our dedicated team and provide 1:1 support for learning and social emotional development, in line with the pupil's Individual Development Plan (IDP).

This rewarding role will suit someone with a real interest in supporting children with additional learning needs, and the confidence, understanding and resourcefulness to help them achieve their potential. You should have a sound track record of supporting individual children, ideally at primary 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 build strong relationships with children and act as a positive role model to them.

**Hours: 20 hours per week** Monday to Friday (between 8.50am - 3.30pm subject to timetable) term-time only over an approx. 36 week school year

**Salary:** £8.91 per hour plus statutory holiday pay (equivalent to £9.99 per hour)



[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 small, dynamic independent Steiner School for children age 3 to 18.

Steiner Education is the largest and fastest growing independent school system in the world with 1,150 schools worldwide. It offers an inspiring and nurturing education based on the needs of the whole child – physical, emotional, intellectual, cultural and spiritual. Our distinctive, international curriculum integrates academic, artistic and practical learning into a rich, balanced education. Please visit our website at [www.cardiffsteiner.org.uk](http://www.cardiffsteiner.org.uk) to learn more about the School.

We offer the Certificate of Steiner Education (NZCSE) in Upper School. 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 pressure of GCSE and A level curricula and examinations.

We offer an energetic, collaborative and supportive environment where your input, enthusiasm and talents will be welcomed and appreciated. You'll be part of an experienced and diverse team of 25 teaching staff.

## How to Apply:

You are very welcome to contact us to discuss the post. Contact us for an Application Pack or download it at: [www.cardiffsteiner.org.uk/jobs-learning-support-assistant](http://www.cardiffsteiner.org.uk/jobs-learning-support-assistant)

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

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

**The recruitment process will involve an interview and observed teaching practice.**

**See Job Description and Person Specification on next page**

## **Job Description Learning Support Assistant 1:1**

**Responsible to:** The position works under the direction of the Class Teacher and Additional Learning Needs Coordinator (ALNCo), and is accountable through College to the Board of Trustees.

**Type:** The post is subject to the pupil's placement at the School, and the contract end date and hours are conditional upon this.

### **Main responsibilities of the post:**

The primary focus of this post is to help the pupil access and participate fully in the broad Steiner curriculum and support the pupil's inclusion in all aspects of School life.

### **Duties include:**

- Establish a supportive relationship with the pupil
- Support the pupil both in and outside of the classroom during lessons and any other activity, including break times as required
  
- Work closely with the Class Teacher and ALNCo to provide individual 1-1 learning support 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 specific areas that need support, e.g. speech and language, reading, spelling, numeracy, handwriting/presentation etc.
  - Support differentiated work, including additional 1:1 work inside and outside the classroom as required
  - Helping to make appropriate resources to support the pupil
  - interact with other pupils to support group dynamics and ensure the pupil feels included and not singled out
  
- Work closely with the Class Teacher and 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 managing and self-regulating behaviour
  - Support the pupil to manage their mood and anxiety
  - Support the pupil with learning self organisation
  - Promote the acceptance and inclusion of the pupil, supporting interaction with peers and adults where required, and promote and model positive and appropriate social interaction
  - Reinforce clear expectations and boundaries for appropriate behaviour in different settings
  
- Monitor the pupil's response to the learning activities and, where appropriate, modify or adapt the activities as agreed with the teacher to achieve the intended learning outcomes
- Provide regular feedback and observations on the pupil's progress to the Class Teacher/ALNCo, including feedback on the effectiveness of the strategies adopted

- Liaise with the Class Teacher, ALNCo and other professionals about Individual Development Plans (IDPs), contributing to the planning, delivery and review as appropriate
- Attend meetings as required including planning time with the Class Teacher/ALNCo
- Take part in training activities offered by the school to further knowledge and skills of working with a child with ALN
- Take part in the appraisal of your own work performance
- Accompany teacher and pupils on educational visits
- 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 real interest in supporting children with Additional Learning Needs
- A sound track record of supporting individual children with Additional Learning Needs
- An enthusiasm and willingness to learn about the principles of Steiner Waldorf Education and to work within them
- The ability to connect with, motivate and support children
- The ability to support social and emotional literacy and peer interaction
- A fair but firm approach combined with personal warmth, patience, empathy and understanding
- The confidence, skills, resilience and resourcefulness to set consistent, clear boundaries for learning
- An ability to act as a positive role model to pupils
- Good written and verbal communication skills and the ability to implement and contribute to IDPs
- GCSE English and Maths Grade C or above or equivalent
- Competent IT skills with the ability to use common word processing/spreadsheet applications, and the aptitude to use the School's various online data systems
- Excellent interpersonal and communication skills, and an ability to establish good working relationships with pupils, 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 and flexible approach and the ability to work under pressure
- Excellent punctuality and time-keeping skills
- Suitability to work with children and a satisfactory enhanced Disclosure Barring Service check. The School is committed to safeguarding and promoting the welfare of children and young people and expects all staff to share this commitment. 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**

- 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