

Lower School Teaching Assistant/Internship

Job Description

Position:	Teaching Assistant/Internship
Appointed by:	Senior Leadership Team (SLT)
Reports to:	Education Manager
Position:	Full time, 37.5 hours/ week term time position (plus inset and other training)
Core Hours:	8.10am – 3:30 Monday – Friday (with 30 minute lunch break) 3.30pm – 5pm, Tuesday (lower school meeting) 3.30pm – 5pm, Thursday (faculty meeting)
Salary:	£ 18,032 - £21,427 (FTE 37.5 Hrs pw) pa (depending on qualifications and experience) Pro rata salary based on term time position (37.5 Hrs pw): £14,447 - £17,167 pa
Type of Contract:	Initially fixed term for one year with the possibility of extension
Deadline for Applications:	Monday 13th June 2022
Start Date:	1st September 2022

** This post is particularly suited to trainee or newly qualified Steiner Waldorf teachers who would like to gain lots of practical experience before becoming teachers themselves.*

Cambridge Steiner School is looking for an enthusiastic, creative and committed individual to join our innovative and passionate educational team in the Lower School. In September we will be combining Class 1 (currently Kindergarten) and 2 (currently class 1) to create a class of 20+, 6-8 year olds. The suitable candidate will be instrumental in collaborating with and supporting the Class Teacher in meeting the needs of a combined class with a wide range of abilities. As well as supporting the learning of the whole class, they will, under guidance, share in the teaching of the class. The candidate will gain valuable experience through observing lessons; teaching; assisting; planning, assessing and collaborating; being mentored and being an integral part of the Lower School Team and school community.

Purpose

- To help the class teacher in effectively combining the two classes both academically and socially
- To provide support for the children with SEN
- To be supported to develop Waldorf teaching skills through a combination of mentoring and practice

Key Responsibilities

- To plan new content collaboratively with the Class Teacher and also using own initiative
- To deliver new content to pupils during the Main Lesson
- To assess the pupils work with the support of the Class teacher
- To support the implementation of the provisions set out for pupils on the SEN register
- To support and facilitate the positive engagement of all pupils with their learning
- To support the class teacher in nurturing and maintaining positive behaviour
- To support the delivery of the curriculum and the differentiation and adaptation of resources where necessary
- To direct individual or group activities within and away from the classroom
- To support the assessment, recording and reporting of pupils' progress
- To provide regular feedback to the Class Teacher(s) on the participation, progress and welfare of the pupils
- To contribute to regular reviews of pupils' progress and Individual Education Plans/ Individual Behaviour Plans including statutory annual reviews
- To undertake break-time duties
- To support the links between home and school
- To promote the pupils' general welfare and follow the school's health and safety procedures
- To undergo review of duties and responsibilities according to the school's appraisal schedule
- To attend Lower school and faculty meetings, parents' meetings and festivals, where possible. Some evenings and weekend days included
- To familiarise yourself with and adhere to the School's policies and procedures and to support their implementation including the Equal Opportunities and Health and Safety policies
- To be prepared to attend training courses as necessary for work
- To work within the principles of Steiner Waldorf education
- To perform such other duties as the teachers and management may from time to time reasonably require
- To attend inset and training days, as required
- To cover for absent colleagues as requested and able (i.e. supply cover)

Person Specification

This section details the knowledge, skills and experience required for the role.

Essential	Desirable
Qualifications, Skills & Knowledge	
GCSE or equivalent in English, Maths and Science	GCSE or equivalent in English, Maths and/or Science (A*- C)
Fluency in English	Qualifications in teaching, education and/or SEND, particularly any Steiner Waldorf training
Good communication skills, both orally and in writing	SoundsWrite training
Excellent interpersonal skills	Knowledge of Steiner Waldorf education
Efficient and effective organisational skills	Good administrative skills and IT literacy
Ability to differentiate work tasks in order to meet the needs of all pupils	Current first aid qualification
Experience of working with children in groups or one-to-one	Experience of working with primary school aged children
	Experience of providing classroom support
	Experience of producing learning resources and assisting with the assessment, recording and reporting of pupils' progress
	Experience in pastoral care and/or knowledge of the emotional development of young people
	Evidence of commitment to professional development
Attributes	
Ability to work both under guidance and use personal initiative	
Ability and willingness to work flexibly within and around the school	
Ability to accurately record and report on pupils' progress	
Ability to relate to and inspire children and build supportive relationships with a varied class	
Ability to respond and intervene with individuals to support progress	
Willingness to develop self and skills	
Willingness to work collaboratively and as part of a team	
A sense of humour	
Capacity to manage pressure and workload effectively	

Essential information

Cambridge Steiner School is committed to Safeguarding and welfare of all children.

All employees will be vetted for suitability to work with children and young people, and all appointments will be subject to the following:

- Satisfactory DBS check
- Satisfactory references
- Proof of eligibility to work in the UK

Application forms can be downloaded from the school website or obtained from the school office at reception@cambridge-steiner-school.co.uk or by telephoning 01223 882727. Completed applications should be returned to Sarah Fox, Education Manager: sarah.fox@cambridge-steiner-school.co.uk