



Supply Cover Teaching Assistant (Lower School)

Job Description

Job Title:	Teaching Assistant (Lower School)
Appointed by:	School Coordination Team (SCT)
Reports to:	Department Coordinator
Position:	Supply Cover Core Hours: 8am-3:15pm
Location:	Cambridge Steiner School, Hinton Road, Fulbourn. CB21 5DZ
Salary:	£8.50 per hour
Type of Contract:	Zero Hours Contract
Deadline for applications:	12 August 2019

This school is committed to safeguarding and promoting the welfare of children and young people and expects all staff to share this commitment

Cambridge Steiner School is looking for committed and inspiring individuals to join our innovative, passionate and warm-hearted team in the Lower School. You will have experience of working with children and a good level of written English and Maths. As teaching assistant, you will assist within the Main Lesson and a range of subject lessons, providing support for the teacher and class. There are different types of supply cover that we require: day to day (emergency); short term (for a planned absence, anywhere from 1 day to 3 weeks); and long term (for interim situations where a post has not been filled, or to cover a teaching assistant who has stepped up to teach in the absence of the class teacher).

Job Purpose

- To support, under the direction of the Class Teacher(s), the education and welfare of all pupils, particularly those with identified special educational needs.
- To assist the Class Teacher teacher to allow for inclusion of all pupils.
- To support the educational, personal, social and behavioural needs of those pupils.
- To support the principles and ethos of the school.

Key Responsibilities

- To support the implementation of the provisions set out for pupils on the SEN register.
- To support and facilitate the inclusion of pupils within the life of the school.
- To support the class teacher in making detailed observations of the children.

- To participate in the planning, delivery and evaluation of pupils' Individual Education Plan (IEP) and/or Individual Behaviour Plan (IBP) as appropriate.
- 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 IEPs/IBPs 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 teachers' meetings, parents' meetings and festivals, where possible/appropriate. 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.

Person Specification

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

Essential	Desirable
Qualifications, Skills & Knowledge	
GCSE or equivalent in 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	Knowledge of Steiner Waldorf education
Excellent interpersonal skills	Ability to differentiate work tasks in order to meet the needs of all pupils
Efficient and effective organisational skills	Good administrative skills and IT literacy
	Current first aid qualification
Experience	
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 obtained from the school office at reception@cambridge-steiner-school.co.uk or by telephoning 01223 882727. Completed applications should be returned to the school coordination team at admin@cambridge-steiner-school.co.uk