

Lower School – Teaching and Learning Support Assistant

Job Description

Position:	1:1 Teaching and Learning Support Assistant
Appointed by:	School Leadership Team
Reports to:	SENDCo
Hours:	22 hours per week (18.5 hours contact time) Monday to Friday mornings, plus some additional afternoon sessions (TBC) Note hours subject to change if timetable is altered.
Salary:	£ 10,000 per annum
Type of Contract:	Fixed Term
Location:	Cambridge Steiner School, Hinton Road, Fulbourn, CB21 5DZ
Deadline for Applications:	14 th December 2020
Start Date:	January 2021

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 a committed and inspiring person to join our innovative, passionate and warm-hearted team in the Lower School. We are looking for someone with excellent communication and interpersonal skills who will be able to form a strong, trusting and positive working relationship with the supported child. We are looking for someone who has experience working with children and with a good level of written English and Maths. As a 1:1 learning support assistant, you will assist within the Main Lesson, (including recorder practice) take four 1:1 sessions a week that will help support what we are doing in class and support with form drawing and handwork sessions. You will be working closely with the class teacher and SENDCo and thus your contracted hours include time to meet and debrief with the class teacher each day, to meet with the SENDCo and parents on a regular basis, to plan the 1:1 lessons and to keep all paper work up to date.

About our school

Cambridge Steiner School is a small non-selective, co-educational independent school and is part of the Steiner Waldorf Schools Fellowship. We provide a dynamic and progressive education for children aged 2 to 14 years. Situated on a single site, located on the outskirts of Cambridge in the delightful village of Fulbourn, we welcome children from all over Cambridgeshire and beyond.

At the Cambridge Steiner School, we strive to give children the gift of an education that will nourish the whole life of the child. To this end, the academic, social, moral, and spiritual growth of every child is held as a central objective of our education. Children's capacities and personal abilities are helped to unfold by providing them with a rich and carefully planned curriculum that enhances their own natural developmental growth.

Our school community encompasses families from diverse cultural, racial and socio-economic backgrounds. We offer a warm welcome to all, regardless of culture, creed, race, gender, sexuality or disability and promote an ethos of mutual respect and tolerance for all.

The Role and Key Responsibilities of the 1:1 Teaching and Learning Support Assistant

- To support, under the direction of the class teachers, SENDCo and professionals, the education and welfare of the supported child.
- To collaborate with the class teacher in developing, implementing, documenting and reviewing the individual learning plan.
- To work with the SENDCo to prepare the application for an EHCP.
- To plan and to deliver 1:1 sessions of a high quality that meet the all-round needs of the supported child and support her in developing her core skills, enabling her to continue to access the curriculum.
- To promote self-esteem and independence
- To support the principles and ethos of the school
- Facilitate the inclusion of the supported child within the life of the school and in accessing both curricular and extra-curricular opportunities
- Support the delivery of the curriculum and the differentiation and adaptation of resources where necessary
- Support the assessment, recording and reporting of pupil's progress
- Provide regular feedback to the teacher and the SEN lead on the participation, progress and welfare of the pupil.
- Contribute to regular reviews of the pupil's progress and IEP including statutory annual reviews
- Support the links between home and school
- Liaise, as directed, with relevant professionals to meet the pupil's special educational needs
- Direct individual or group activities within and away from the classroom including: catch up programs, explaining and clarifying tasks, extension activities, modeling language use and adapting resources to suit learning needs

General responsibilities of the Teaching and Learning Support Assistant include:

- Assisting in maintaining the 1:1 room and classroom environment, both indoors and outdoors
- Helping ensure that at all times the classroom and its outdoor space provides a positive and safe environment for all the children
- To undertake break time duties
- Providing occasional cover for colleagues when necessary and reasonable
- Attending meetings, festivals and weekend events where appropriate (some evenings and weekend days included)
- Working within the principles of Steiner Waldorf education
- Any other duty as required by the line manager commensurate with the post

Additional responsibilities of the Teaching and Learning Support Assistant include:

- Working collaboratively within the Lower School team
- Proactively developing greater knowledge and awareness of the Steiner Curriculum and Learning Support within this
- Conducting child observations and engaging with child studies
- Promoting the pupils' general welfare and follow the school's health and safety procedures
- To familiarise yourself with and adhere to the School's policies and procedures and to support their implementation including the Safeguarding Policy, Equal Opportunities and Health and Safety policies

Responsibilities for Quality Development and Care of the Teaching and Learning Support Assistant include:

- Participating in the Staff Appraisal/mentoring and supervision process
- Undertaking regular self-evaluation
- Undertaking Continuing Professional Development

Person Specification

Essential Criteria

Experience	E1	Experience of working with children from 6-14
Qualifications & Training	Q1	GCSE or equivalent Maths and English
Skills, Knowledge & Abilities	SA 1 SA 2 SA 3 SA 4 SA 5 SA 6 SA 7 SA 8 SA 9 SA10 SA11 SA12	Excellent interpersonal skills Excellent communication skills An excellent level of spoken and written English Confidence in explaining mathematical concepts / scaffolding/ supporting learners Good time keeping skills Good organisational skills Good observational skills Ability to work as a team worker Ability to relate well to parents & carers Ability to relate to and inspire children and build supportive relationships within a varied class Ability to respond and intervene with individuals to support progress Ability to work both under guidance and use personal initiative

Personal Attributes	PA 1 PA 2 PA 3 PA 4 PA 5 PA 6 PA 7	A positive attitude A sense of humour Professionalism A love of working with children Ability to work collaboratively Ability to show initiative Ability to work independently
Personal Circumstances	PC1 PC2 PC3	Able to take up the appointment as required Evidence of suitability to work with children Evidence of legal right to work in the UK

Desirable Criteria

Experience	E1D E2D E3D E4D	Previous experience of working as a Learning Support Assistant or teacher in a Steiner or other school setting Experience of producing learning resources and assisting with the assessment, recording and reporting of pupils' progress Evidence of commitment to professional development Experience in pastoral care and/or knowledge of the emotional development of young people
Qualifications & Training	Q1D Q2D	Qualifications in teaching, education and/or SEND, particularly any Steiner Waldorf training Current first aid qualification
Skills, Knowledge & Abilities	S1D S2D S3D S4D S5D	Knowledge of the Steiner curriculum Knowledge of the Steiner approach to education ICT literate Good administrative skills Keen to collaborate with colleagues in the development of the school
Personal Attributes	PA1D	Open-minded, adaptable, flexible
Personal Circumstances	PC1D	Able & willing to participate in additional community activities

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 on the school website or from the school office at reception@cambridge-steiner-school.co.uk. Completed applications should be returned to Sarah Fox, Education Manager: admin@cambridge-steiner-school.co.uk