

We are looking for a 1:1 Learning Support Assistant to start Sep 2024

Apply now - open until filled

Cardiff Steiner School are looking for a **Learning Support Assistant** to work with a student, age 15, who has some specific learning differences and requires support in class for tasks which involve reading, writing and arithmetic.

This rewarding role will suit someone with a real interest in supporting young people with specific learning differences, and the confidence, understanding and dedication to help them achieve their potential. You should have a Learning Support/Teaching Assistant qualification (or equivalent), or a proven track record of supporting students with a range of disabilities. You'll have ability to provide individual reassurance and support with learning tasks which involve reading, writing and arithmetic, and the sensitivity to know when to step in and support and when to promote independent learning.

Hours: 13.16 hours per week, term-time only over an approx. 36-week school year

Current hours are: Tuesday 11.30am-3.20pm, Wednesday 9.00am-3.20pm, Thursday 9.00am-1.00pm (subject to timetable)

Salary: £11.44 per hour plus statutory holiday pay (equivalent to £12.82 per hour)



Learning Support Assistant

to start Sep 2024 | Apply NOW



Cardiff Steiner School

www.cardiffsteiner.org.uk/jobs

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 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 a creative, 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:

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

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

The recruitment process will involve three stages (candidates will be informed at each stage whether they have been selected to move on to the next stage of the process):

- an initial interview
- observed practice in the classroom
- a final interview & safeguarding interview

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 with the Additional Learning Needs Coordinator (ALNCo), and is accountable through College to the Board of Trustees.

Main responsibilities of the post:

The primary focus of this post is to help the student access and participate fully in the Steiner curriculum by providing individual support for tasks which involve reading, writing and arithmetic.

Duties include:

- Work closely with the Class Teacher, and ALNCo as required, to provide individual learning support in line with the student's IDP, including:
 - Establish a supportive relationship with the student
 - Monitor the student's understanding and clarify and explain instructions as needed
 - Monitor the student's response to the learning activities and, where appropriate, modify or adapt the activities to achieve the intended learning outcomes
 - Motivate and encourage the student by providing levels of individual attention, reassurance and help with learning tasks as appropriate to the student's needs
 - Monitor non-verbal cues that indicate the student needs to take a break from a lesson to engage in multisensory activities
 - Help to make appropriate resources to support the student as needed
 - Interact with other students to support group dynamics and ensure the student feels included and not singled out

- Provide feedback and observations on the student'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 student on educational visits as needed
- 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 above list is not exclusive or exhaustive and the postholder will be required to undertake such duties as may reasonably be expected by the School. The job description is current but liable to variation to reflect or anticipate changes in the requirements of the post. All members of staff are required to be professional, co-operative and flexible and undergo reasonable and directed professional development.

Person specification

Essential

- A Learning Support/Teaching Assistant qualification (or equivalent), or a proven track record of supporting students with a range of disabilities
- GCSE English and Maths (or equivalent)
- A fluent level of spoken and written English
- A dedication to establishing positive relationships with students and understanding their needs
- The ability and skills to provide individual attention, reassurance and support with learning tasks which involve reading, writing and arithmetic
- The confidence to evaluate learning needs and know when to step in and support and when to promote independent learning
- A calm and patient disposition
- Active listening skills and strong verbal communication skills
- An ability to act as a positive role model to students
- Good interpersonal skills, and the ability to establish good working relationships with students, colleagues and parents
- Enthusiasm, initiative and self-motivation, with the ability to work on your own and as part of a team
- 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

- Experience of working in a Steiner School or an enthusiasm and willingness to learn about the principles of Steiner Waldorf Education
- A specific learning difference (SpLD) qualification
- 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
- Basic knowledge of Health & Safety
- Child Protection Training