

## We are looking for a Class Assistant to start November 2024

**Apply by Sunday 6 October**

Cardiff Steiner School are looking for a **Class Assistant to start November 2024**

You'll join our experienced and passionate team and assist the Teachers in differentiation to support children's learning, predominantly with children aged 6 to 12.

You'll have a deep interest in, and a sound track record of, supporting children's learning including children with Additional Learning Needs. You'll know how to support and be a helping hand, yet also lead a small group on your own. You'll have an understanding of children's learning and behaviour and be able to support differentiation and engage and motivate children. You'll be a good communicator, organised, responsible and self-motivated, and work well with colleagues, parents and carers.

It's a great opportunity for someone interested in a career in teaching to develop their practice with an experienced team, in a collaborative environment where creativity can flourish.

**Hours:** 28 hours per week (between 8.45am - 3.20pm Monday to Friday) term-time only for approx. 36.6 weeks

**Salary:** £13,100 per annum (full-time equivalent £22,308)



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 are a small school by design, with a collaborative staff team, supportive families and a strong community spirit. Our people are at the heart of our success and we have developed a strong culture of collaboration where staff are valued and your input, enthusiasm and talents will be welcomed and appreciated. You'll be part of an experienced and diverse team of 26 teaching staff, and benefit from a professional development programme of mentoring, peer observation and training where required.

We are a [Waldorf UK](#) School and are fully independent.

## How to apply

You are very welcome to contact us to discuss the post on 029 2056 7986 or email [ask@cardiffsteiner.org.uk](mailto:ask@cardiffsteiner.org.uk)

Contact us for an Application Pack or download it at:  
[www.cardiffsteiner.org.uk/about/jobs/jobs-class-assistant/](http://www.cardiffsteiner.org.uk/about/jobs/jobs-class-assistant/)

**Applications should be received by Sunday, 6 October 2024** to: Kamila Klimczewska, 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 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

## **Job Description Class Assistant**

**Responsible to:** The position works under the direction of the Lower School Education Coordinator, with the advice and support of the Additional Learning Needs Coordinator, and is accountable through the College to the Board of Trustees.

**Type:** Permanent with probationary period

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

The primary focus of this post is to assist the Teachers in differentiation to support children's learning. This will predominantly be working in the Lower School Classes supporting children aged 6 to 12, and may also include work with older children as required. We operate a two-year combined class system with two year groups in one class.

The post also organises and leads three play-based afternoon sessions with our youngest Class children age 6 to 8 years, and assists with morning and lunch break supervision.

The role will include assisting, teaching, cover and related duties and other aspects of the School's work as required and to support the post holder's professional development.

### **Learning Support/Assistance**

- To assist the Teachers in providing a balanced curriculum according to the principles of Steiner-Waldorf education.
- To assist the Teachers to support pupil's learning, both individually and as group.
- To assist in all aspects of classroom learning/management. You will be expected to join in and contribute to classroom activities with all of the pupils when appropriate.
- You will have responsibility, under the guidance and/or supervision of the Teachers, for the welfare of the children in your care.
- To help children participate fully in the curriculum and benefit from the work undertaken in class. To adapt tasks as necessary to the needs and capabilities of the pupils under the guidance of the Teachers, and ALNCo where required. To see beyond simply providing help, and focus on enabling children's learning and progress.
- To work closely with the Teachers and School ALNCo to provide individual and small group support in line with lesson planning for differentiation and any individual pupils' IDPs (Individual Development Plans) including outside the classroom where required.
- To provide regular feedback on the pupil's progress to the Teachers/ALNCo, including feedback on the effectiveness of the strategies adopted.
- To liaise with the Teachers, ALNCo and other professionals about Individual Development Plans (IDPs) as required, contributing to the planning and delivery as appropriate.
- To help in the creation and maintenance of a suitable environment - including the preparation, and clearing away of the room, activities, materials and food, and organising resources

### **SAIS Afternoon Sessions (Social and Imaginative Skills)**

- To plan, organise and lead play-based Afternoon sessions for the Class
- To use play activities to help the children to develop socially and emotionally
- To set up and put away play equipment and make sure play areas are safe

- To encourage children to be aware of their own safety and that of others
- To supervise children for fair behaviour during play, dealing with any minor injuries
- To encourage fair and caring behaviour among the children
- To encourage independence and self-esteem

### **Break Duty**

- To assist the supervision all classes during morning break both inside and outside.
- To be observant, engaged and creative with the children, helping them engage in active but positive and responsible play.
- To work with the Teachers to support and encourage positive behaviour and expectations in the playground.
- To ensure, through observation and monitoring, that pupils are safe inside and outside the building.
- To undertake daily risk assessments and records of the school playground prior to children coming outside. To check and remove hazards from the playground. To check all playground equipment and materials daily to ensure it is safe to use and undamaged. To rectify any risks immediately, or if this is not possible to report the risk to the School Administrator immediately.
- To deal with any minor injuries and ensure that any major injuries or sickness of pupils is reported immediately to the teacher on duty and School Administrator or School Office. To enter all required injuries in the accident book and report them to the pupil's Class Teacher/ Guardian.
- To deal on the spot with pupils who break the behaviour guidelines using the School's procedures. To deal with incidences including unruly or unsocial behaviour by pupils where appropriate, to report more serious incidences immediately to the Teacher on duty. To record all incidences following the School's policies and procedures and to report them to the pupil's Class Teacher/ Guardian.

### **Other duties**

- To work within the teaching group to help the smooth day-to-day running of the whole School as required.
- To cover in Teachers' and other colleagues' absence where required.
- To contribute to School events and festivals throughout the year.
- To be willing to learn about Steiner Waldorf Education and undertake appropriate preparation, study and training as necessary.
- To attend meetings as required.
- To take part in the appraisal of your own work performance.
- To 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

The above list is not exclusive or exhaustive and the post holder 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. This may require out of 'normal hours' personal study which may be unpaid.

## Person specification

### Essential

#### Learning Support/Assistance

- A deep interest in children's learning and development
- An understanding of and an ability to assist with children's learning and behaviour
- A sound track record of supporting children's learning, including children with Additional Learning Needs
- A good level of written English and Maths
- The ability to see beyond simply providing help, focusing more on enabling independent learning and progress
- The ability to engage, support and motivate children
- The ability to be a helping hand, yet also lead the small group on your own
- A commitment to the ethos of our School and a real interest in Steiner education, with a willingness to learn and develop your practice in line with this

#### Overall

- A demonstrable commitment to effective professional development and ongoing learning
- A flexible, cooperative and positive approach to work
- An interest in, and capacity to work in an "all hands on deck" pioneering setting
- Personal warmth, patience, respect and understanding
- Good organisational skills and a strong sense of responsibility and self-motivation
- Excellent communication skills with children, parents and colleagues
- Proven ability to work in a small, close knit team
- Excellent punctuality and time-keeping skills
- Suitability to work with children and willingness to undertake an Enhanced DBS disclosure;
- 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 assisting or teaching children in a school or relevant setting
- Knowledge of the Steiner curriculum
- A qualification in teaching assisting/learning support or similar
- Experience in using Restorative Approaches or similar compassionate communication approaches (such as NVC, Thrive etc.)
- Current Paediatric First Aid Certificate or willingness to undertake training for this
- Working knowledge of policies and procedures relating to child protection, Health & Safety, security and confidentiality
- Practical or craft skills
- Safeguarding and/or child protection training

Proof of all qualifications will be required prior to an appointment being offered. We are an equality focused employer, and are determined to ensure that no applicant or employee receives less favourable treatment on the grounds of gender, age, disability, religion, belief, sexual orientation, marital status, race or any other protected characteristic.