

Norwich Steiner School

Hospital Lane, Lakenham, Norwich, NR1 2HW, 01603 611175

Job Description Learning Support Teacher and In-Class Support

Safeguarding - Norwich Steiner School is committed to safeguarding and promoting the health, safety and wellbeing of all children and young people in the school, and expect all staff to share that commitment. All appointments whether paid or voluntary are subject to evidence of the person being suitable and appropriate to work with children through our safer recruitment process of application, collection of references and the carrying out of checks through the Disclosure and Barring Service (DBS) and other safeguarding checks as appropriate.

Background information about the school:

The Norwich Steiner School opened in 2005 and now occupies a large and beautiful Victorian premise in 3 acres of grounds close to the centre of Norwich. The school educates 100 pupils from 3 to 18 years old, offering the full Steiner Waldorf curriculum and offers secondary pupils opportunity to gain qualification in the New Zealand Steiner School Certificate.

Purpose of the Post:

To provide 1:1 lessons for a rising 15-year old pupil in Class 8/9 with an EHCP and to provide support within other lessons within the context of his class. The 1:1 lessons will be to address aspects of literacy, numeracy, speech and communication and activities of daily living.

Duties:

- To establish a positive working relationship with the pupil;
- To provide 1:1 lessons in literacy, numeracy, communication and activities of daily living, some of which may be off campus;
- To undertake necessary risk assessments for off campus activities;
- To plan lessons to meet agreed targets and goals and ensure appropriate study materials and resources are available;
- To record and report on progress made in lessons and submit written reports for the pupil's file;
- To meet regularly and liaise closely with the School SENDCo;
- To attend relevant staff meetings as well as Annual Review meetings

In-Class Support duties will entail:

- Being informed of lesson content prior to lessons and supporting this pupil to complete work set by the main teacher
- Suggesting scaffolding or accommodation where appropriate
- Being available to do playground supervision duty and cover when necessary

- To support other pupils as instructed by the SENDCo and within the agreed lesson loading.

Terms and Conditions:

This is a full time post, with attendance at school required from 8.45am until 3.45pm daily during term time, plus additional attendance for relevant meetings that may fall outside of school hours and during holiday periods. The post is eligible for a job share with equitable division of In-Class Support and Learning Support. This means for example, that two people could do 2.5 days each, or a 3:2 division.

The salary for the post is £15,000/annum.

There are currently no free places for staff children.

Statutory sick pay allowances apply.

The school has a work place pension scheme in place, operated by NEST. Staff are automatically enrolled onto the pension scheme 3 months after they become eligible, and may also opt in before that time. Once automatically enrolled, staff may opt out if they so choose.

Person Specification:

The person holding this post will ideally have some or all of the following:

- Clear and accurate spoken and written English language skills
- Good literacy and numeracy capabilities,
- Experience, training or willingness to learn about Steiner Waldorf education
- Good communication skills
- Good planning and record keeping
- Experience, training or willingness to learn about learning disabilities
- Good organisational skills
- Ability to take initiative and work independently as well as work collaboratively and in support of classroom teacher and colleagues
- Good sense of professional boundaries and confidentiality
- Local knowledge or willingness to learn about possible resources within the area
- Patience and resourceful attitude
- Creative problem-solving skills
- Flexibility and inventive practical utilisation of space and resources
- This person or these persons will be required to work within and uphold the Norwich Steiner School safeguarding, staff code of conduct and all other school policies

August 2018