

# Norwich Steiner School

Hospital Lane, Norwich, NR1 2HW, 01603 611175

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## JOB DESCRIPTION

### **Learning Support Assistant**

#### **Background information about the school**

In September 2005, Norwich Steiner School opened its first small class 1 of three children in a room alongside the Kindergarten in a Methodist Church hall. Now located in a large and beautiful Victorian premise in 3 acres of grounds close to the centre of Norwich, the school and kindergarten now educate around 90 children aged between 3 and 17. The school's educational aim is to continue expanding to age 18/19, with older pupils being able to take a three-year school leaving qualification, in their final year, called the Steiner School Certificate (the SSC).

#### **Purpose of the Post**

The learning support assistant will be working in a combined age class (10-12 year olds) of approximately 12 children, supporting those pupils with specific learning and/or behaviour needs within the principles of Steiner-Waldorf Education.

The main focus of the work is in supporting an eleven-year-old boy, who needs a level of one-to-one support to enable him to participate fully and make good progress. However, this role will also involve working with other individuals and small groups in the class as guided by the teacher, and particularly when the individual child is managing well without support.

This post is currently being offered as a job share for 3 days a week, although there may be the possibility of some flexibility with this extending into another two half days if desired and depending on the candidate.

#### **Main duties**

1. To support individual child in any educational activities as required or as directed by the teacher.
2. To support child with personal needs when appropriate.
3. Attend weekly meeting with class/child team to ensure support provided is consistent.
4. Work with team to prepare, implement and evaluate Individual Educational Plans (IEP's)
5. Share responsibility for good, regular communication with the child's parents/guardians.
6. To share responsibility with the child's team in coordinating the annual review for the individual child, including the necessary paperwork, meeting arrangements and any follow-up work as required by the LEA.
7. Working with and supporting other children as required by the Class Teacher.
8. To read and ensure the policies and procedures of Norwich Steiner School and Kindergarten are upheld, in particular child protection, behaviour and discipline (including physical restraint) and the special educational needs policies, all of which are highly relevant to this post.
9. To participate in parents or LEA meetings if required by the teacher.
10. To take active responsibility for asking for any support or information needed in order to fulfil the role, including requesting information about a child or the task the teacher has set;
11. To help cover lunch or break duty on a rota with other staff.

## **Terms & Conditions**

The contracted hours for this post are 8.45am-3.30pm on weekdays during term time. An additional 45 minutes per week has been added to this post to enable the essential paperwork to be completed. This makes a total of 22½ paid hours per week.

This post is paid at a rate of £6.50/hour, plus an additional 12.1% statutory holiday pay. Statutory holiday pay is paid separately as three lump sums through the year at Christmas, Easter and in the Summer.

There are currently no free places for staff children within the School or kindergarten, although staff experiencing financial hardship may apply for a reduced fee via our concessionary fee process.

Statutory sick pay allowances apply.

We currently operate a basic stakeholder pension scheme, for which you may become eligible during your employment.

All appointments are subject to satisfactory references and Police and Debarring Service (DBS) checks.

## **Person specification**

The ideal candidate will have some or all of the following:

- Previous experience of working as a learning support assistant
- Knowledge or experience of Steiner education
- Some personal teaching experience
- Good personal education, in particular in numeracy and literacy

It is essential that the post holder is a positive person, able to be a shining example to the children in the classroom. The LSA needs a remarkable combination of qualities in the need to be able to use initiative when required, but equally be able to step back and 'melt' into the background when support is not required.

Candidates for the post of LSA must have a willingness to learn about the principles and practice of Steiner Education and must genuinely like and enjoy working with children.

**Please note that in applying for this post, all potential candidates will be required to join the class for a day in school before they can be offered the post.**