

# Norwich Steiner School

Hospital Lane, Norwich, NR1 2HW, 01603 611175

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## Learning Support Assistant

### **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.

### **Introduction**

Norwich Steiner School provides a Steiner-Waldorf curriculum for pupils from age 3- 19 years of age, with pupils being able to leave the school as balanced, well-rounded and mature young adults, able to pursue their own futures and destinies with confidence and self-belief.

It has grown from just three pupils in 2005, to around 100 pupils currently (with a maximum capacity of 146 pupils), and covering an age range of 3-19 years old. The school follows the Steiner-Waldorf curriculum throughout the whole school and in all lessons, and has successfully been offering the New Zealand based Level 3 qualification 'the New Zealand Certificate of Steiner Education (NZCSE), to pupils age 16 and above since 2013. It has provided a successful alternative qualification to A Levels & GCSEs, which the school does not offer.

Whilst the school is now well established, it retains a 'pioneering' quality and the atmosphere is open and friendly.

### **The Vacancy**

This is a full-time post. The key responsibility of the post holder will be to support a secondary aged pupil who holds an EHCP, sometimes individually but also within small groups and the class context.

### **Job description/main duties:**

1. To work with an individual pupil with SEND and small groups, mainly at secondary school level at the direction of SENDCo and teaching staff
2. To support individual learners, primarily in numeracy-related curriculum topics.
3. To support individual learners with organising planners, assignment deadlines, homework etc
4. To establish a supportive relationship with pupils in both formal as well as more informal activities
5. Working with a pupil to meet targets as established by EHCP and individual development plans
6. To promote positive pupil behaviour and engagement in line with the school ethos and policies
7. To promote an inclusive acceptance of pupils including those with SEND
8. To keep written records of relevant pupils' progress
9. To attend relevant meetings, including parent meetings and weekly staff meetings, held outside of school operating hours, to discuss pedagogical and other matters relevant to the school.
10. Alongside other staff, help share responsibility for supervision of breaktimes
11. Ensure safeguarding and behaviour concerns are recorded promptly and appropriately on CPOMs.
12. Work with other teachers as appropriate to contribute to individual school reports for parents in good time and in accordance with agreed deadlines.

The above duties are neither exclusive nor exhaustive and the postholder will be required to carry out appropriate duties within the context of the job, skills and age group.

## **Essential requirements:**

Our ideal candidate will have training, experience and understanding of SEND, in at least 2 of the following areas

- Dyscalculia
- Dyslexia
- Attachment disorder
- Trauma

## **Other essential skills sought include:**

- Excellent social communication skills.
- Excellent spoken and written English skills
- Excellent foundational numeracy skills
- Ability to be a team player
- Ability to be flexible and resourceful
- Excellent organisational and timekeeping skills
- Training and/or experience of Steiner Waldorf education, or a willingness to learn and work with the principles of Steiner education.

## **Terms & Conditions**

The salary for this post is £25,000 and whilst the successful candidate will be employed directly by the school, it is fully funded by Norfolk County Council, via a pupils' EHCP.

The post is full-time and attendance at school is based on 5 days per week from 8.30am to 4.00pm.

Full time staff are expected to arrive at school by 8.30am in order to ensure appropriate levels of collective staff supervision of children who are being dropped off, with lessons starting promptly at 9am. School currently finishes at 3.30pm.

There will be additional attendance required on a regular basis for communication, parent meetings, school festivals, co-mentoring, administration and planning.

The school does not offer free places for staff children within the School or kindergarten. Staff experiencing financial hardship may apply for a reduced fee via our concessionary fee process which is in place for all children/families.

Statutory sick pay allowances apply.

## **Benefits**

- The school has a work place pension scheme in place, operated by NEST. Staff are automatically enrolled onto the pension scheme when employment commences, but are also given the opportunity to opt out if they choose.
- Free on-site parking
- Cycle to Work scheme
- Access to the Employee Assistance Programme (Education Support Partnership) which provides caring and compassionate advice and support on professional or personal matter.