

Norwich Steiner School

Hospital Lane, Norwich, NR1 2HW, 01603 611175

Learning Support Assistant (part-time, 60% post)

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 is a small school that provides a genuinely broad and balanced alternative to mainstream education. A school where children have the space to develop into balanced, well rounded young adults, able to pursue their own futures and destinies with confidence and self-belief. Whilst being well-established, the school retains a pioneering quality and is open and friendly.

The Vacancy

We are looking to recruit a Learning Support Assistant to support children of secondary school age, with a focus on a particular pupil who holds an EHCP. Most learning will be within the context of the class, but sometimes the LSA will work individually with pupils, or in small groups outside the classroom.

This is a part-time, 60% post (details of required attendance in 'Terms & Conditions' below), with the contract due to start on 1 September 2026.

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 the Inclusion Co-ordinator 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:

- Dyslexia
- ASD
- ADHD
- SEMH

Other skills sought include:

- Have knowledge/experience of attachment disorder & early developmental trauma
- Have good spoken and written English skills and good foundational numeracy skills
- Be able to support pupils to overcome their barriers to learning in order to make academic and social progress
- Be patient, kind and compassionate
- Be a team player, flexible and resourceful
- 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 pro-rata of £26,000, with an actual salary of £15,600.

The post is part-time (60%) and attendance at school is based on 5 days per week from 8.30am to 1pm. Whilst the school intends for this to be a permanent post, the funding is largely provided by the Local Authority in relation to a specific EHCP. Should the pupil leave or funding cease for any other reason, the school would, where feasible, seek to offer alternative suitable employment

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.