

JOB DESCRIPTION FOR CLASS ONE LEARNING ASSISTANT

Position

The Class One Learning Assistant will assist the Class Teacher initially for one fixed term.

Responsible to

Class 1 Teacher and College of Teachers

Salary

£8.91 per hour

Hours of Work

08:45 to 13:45hrs | Mon, Tues, Thurs and Friday

08:45 to 15.45hrs | Wednesday

As per term dates

Main Tasks

- To assist the Class One Teacher by delivering the practical support for lessons as support. Preparing the physical environment of the classroom for lessons. Ensuring that teaching materials are ready for use.
- To assist individual children when required by the teacher. Listening to children read out loud. Reading out loud to children. Helping less able children to complete tasks.
- Preparation and supervision of morning break and lunch for Class One.
- Occasionally substituting for Class Teacher on supply basis where appropriate.
- To become familiar with Brighton Waldorf Schools policies and procedures
- To support the school's ethos, principles and objectives
- To participate in providing cover for absent colleagues

Person Specification

- The ability to work well as part of a team
- The ability to use one's own initiative
- The ability to remain patient and calm
- A creative mind
- Good numeracy and literacy skills
- Tact and sensitivity
- The ability to discipline children in an appropriate manner
- A warm and approachable personality

Supervision

- Supervision and guidance will be provided by the Class One Teacher in relation to tasks required, general conduct in the class and expected classroom behaviour.
- A mentor will be provided who will support integration into the school. The mentor has the role of supporting the new Class Assistant professionally. Where possible the school also supports in-service and fellowship training courses for all staff.

Essential application information

Brighton Waldorf School is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. All post-holders are subject to a satisfactory enhanced DBS and barred list check. All staff are required to undertake Child Protection Training.

Candidates must have the right to work in the United Kingdom. Candidates from abroad will be asked to provide criminal records clearance from country of residence, as well as evidence of eligibility to work in the United Kingdom. Candidates who have lived abroad during the last 3 months will also be asked to provide criminal records clearance from the country(ies) of residence during that time.

Further information about our school can be found on our website
<http://www.brightonwaldorfschool.org>

Applications for the post should be made on the standard application form, downloadable from the website, and emailed as a Word document or pdf to admin@brightonwaldorfschool.org. If there is any reason you are not able to email your application, please state why, and send by post to The Administrator, Brighton Steiner School, Roedean Road, BN2 5RA.