



Where education is a journey, not a race

CLASS ONE TEACHING ASSISTANT – JOB DESCRIPTION

This is an ideal post for prospective/ aspiring class teachers. It provides the opportunity to gain real insight into class teaching, the Steiner approach and the minds of young children. You will be supported by a friendly and helpful community.

The post is part-time, working 25 hours per week (term time only) , mornings only, although you may also be expected to join in with some outside school activities.

The role of the Class Assistant is to support and help the Class and other teachers and accompany the class throughout the school morning. This may involve routine duties such as setting up the classroom before lessons start and tidying up at the end of the morning.

You will work with the class during both Main Lesson and Subject Lessons. This will include joining in with ring time, assisting with discipline, supervising children outdoors and around the school and helping individual children as necessary, under the guidance and direction of the Teacher.

The Class One Assistant will also be required to do general break duties at both break time and lunchtime, take messages to and from the school office, and carry out any additional duties that may be required.

The post holder is expected to become familiar with and follow key school policies and procedures, including maintaining confidentiality. Complete statutory online CPD training in their own time, and attend in house INSET training.

Person specification

Essential

- GCSE English and Maths (or equivalent)
- Experience of supporting children individually and in small groups
- A fluent level of spoken and written English
- A dedication to establishing positive relationships with pupils and understanding their needs
- The ability to provide individual attention, reassurance and support with learning tasks which involve reading, writing and arithmetic
- The confidence to evaluate learning needs and know when to step in and support and when to promote independent learning
- A calm and patient disposition
- Active listening skills and strong verbal communication skills
- An ability to act as a positive role model to pupils
- Good interpersonal skills, and the ability to establish good working relationships with pupils, colleagues and parents.
- Discretion and professionalism at all times
- Enthusiasm, initiative and self-motivation, with the ability to work on your own and as part of a team
- Willingness to join in with games and classroom activities
- Receptive and responsive to direction from teachers
- A positive and flexible approach and the ability to work under pressure

- Excellent punctuality and time-keeping skills
- Suitability to work with children and a satisfactory enhanced Disclosure Barring Service check.
- The School is committed to safeguarding and promoting the welfare of children and young people and expects all staff to share this commitment.
- Candidates from abroad will be asked to provide criminal records clearance from countries of residence, as well as evidence of eligibility to work in the UK. Candidates must have the right to work in the UK prior to application.

Desirable

- Experience of working in a Steiner School or an enthusiasm and willingness to learn about the principles of Steiner Waldorf Education. The ideal candidate will be enrolled on a Steiner teacher training course, or seriously considering such an option, although this is not essential.
- A teaching/teaching assistant qualification
- Competent IT skills with the ability to use common word processing/spreadsheet applications, and the aptitude to use the School's various online data systems
- Basic knowledge of Health & Safety
- Child Protection Training
- Genuine enthusiasm for and understanding of young children

Safeguarding Responsibilities

All adults working in, or on behalf of the Bristol Steiner School, including volunteers and temporary staff, have a responsibility to safeguard and promote the welfare of children. This includes:

- Responsibility to provide a safe environment in which children can learn.
- To identify children who may be in need of extra help or, who are suffering, or are likely to suffer significant harm. All staff then have a responsibility to take appropriate action, working with services as needed.

All staff and volunteers must raise any concerns they have about poor or unsafe practice and potential failures in the school safeguarding regime. These concerns will be reviewed and dealt with by the School Management/Safeguarding Team. See the school Whistleblowing Procedures for how such concerns can be raised with the school management team and the other whistleblowing channels open to staff.

Bristol Steiner School is committed to safeguarding and promoting the welfare of young people and vulnerable adults and expects all staff and volunteers to share this commitment.

An enhanced DBS check (with relevant barred list check) will be required.