



- 7 Communicating with external professionals such as Local Authority SEN personnel, Educational Psychologists, medical and other health professionals as appropriate, to monitor and manage the meeting of the needs of children on SEN register.
- 8 Maintaining the SEN register in line with the SEN Code of Practice and the School SEN Policy.
- 9 Contributing to the provision of In-Service training sessions on relevant classroom topics such as differentiation, identification of learning styles and teaching strategies for behavioral and academic learning difficulties. This includes the provision of training and support for LSA's, TA's and teacher trainees as required.
- 10 Team-work with colleagues in the planning, study and review of the work undertaken by the Learning Support team.
- 11 Undertake break duties as required.
- 12 Cover for absent colleagues as required.
- 13 Attend regular staff meetings, out of school hours meetings when necessary, and participate in work, study and Inset days during school holidays or weekends as required.
- 14 Take on administrative tasks when inspired or required.
  
- 15 Safeguarding working with children, young people and their families taking all reasonable measures to ensure that the risks of harm to children's welfare are minimised and understand the safeguarding policy and procedures.
- 16 The post holder is required to operate within School policies, including Equal Opportunities and Health and Safety.
  
- 17 The job description is current but liable to variation to reflect or anticipate changes in the requirements of the post.
- 18 Any other duties reasonably requested by the school.

## **PERSON SPECIFICATION**

### **Essential**

- Training and experience of teaching children with a wide range of learning or behavioural difficulties including Dyslexia, Dyspraxia, Attention deficit and Social and Communication and Autistic spectrum difficulties.
- Qualified Teacher Status
- Experience of teaching in a whole-class and 1:1 setting and of the associated planning and report writing.
- Training and/or experience of assessments such as those outlined above in the specific duties of the post.
- Excellent written and verbal communication skills in order to facilitate understanding within the staff group, between staff and parents and with external professionals of the needs of children in their care.
- An openness and adaptability necessary for working to deadlines and working in high-pressure environment.
- A professional and warm approach to communication with children, parents and teachers regarding sensitive issues surrounding educational needs.
- A dedication and commitment to fairness and equal opportunities for students of different backgrounds and with different learning styles.

### **Desirable**

- An Assessment Practising Certificate; qualification as a Specialist Teacher; or a desire to study for this qualification.
- Proven, successful teaching experience in another Steiner school.
- Qualifications and/or experience in Steiner Waldorf education and an understanding of the Waldorf approach to the teaching of literacy and numeracy.
- An interest in and knowledge of the anthroposophical basis of Steiner-Waldorf education and its curriculum.

## **JOB DETAILS**

### **Learning Support Teacher & SENCO (Upper School)**

<b>Location</b>	Rudolf Steiner School King Langley
<b>Salary</b>	£23,771 - £27,220 per annum (pro rata) according to experience, paid monthly in arrears by direct credit transfer.
<b>Hours of Work</b>	Part time 3 days per week. Full time 5 days per week. Term Time only. Core teaching hours from 8.15am to 3.45pm, Monday to Friday, plus meetings and school events outside these hours as required by the College of teachers.
<b>Holidays</b>	School holiday dates, less Inset days and any other dates set by the College of Teachers.
<b>Pension</b>	All employees are entitled to join the school pension scheme. Auto enrolment will be automatic with immediate effect.
<b>Notice</b>	You are required to give one term's notice of termination of employment except in the probation period, when one week's notice applies.
<b>Probation</b>	New entrants to the School are subject to 2 terms probation to assess their suitability, extendable if necessary to 12 months.
<b>Police &amp; medical</b>	All new appointments are subject to satisfactory completion of a medical, DBS check and other vetting necessary. Two references will be required. These will be taken up before interview if candidates are shortlisted.