



## **Job Description: Inclusion Co-Teacher**

**Reports to:** SEMH Co-ordinator

**Start date:** ASAP

**Salary:** Grade 6 (£28,998 – £34,452 to be pro-rata based on hours)

**Hours:** 8am to 4:30pm Monday to Friday

**Contract:** Permanent (Term Time plus 2 weeks)

To plan, develop and co-ordinate a range of interventions that will contribute to the development of SEN students within the academy.

To be responsible for the tracking student progress and the implementation of appropriate intervention to ensure that all students make excellent progress in line with the academy's expectation.

### **Key Responsibilities:**

- To meet students on a one-to-one basis to discuss any issues or difficulties they may be encountering.
- To assist with the development and implementation of a social skills and communication programme for students.
- To develop strategies to assist with literacy and numeracy, in particular one to one teaching or small withdrawal group teaching.
- To support staff who have SEN or SEND students in their class
- Where appropriate, to work with students who are finding it difficult to access the curriculum by supporting in lessons
- To develop short-term induction programmes for newly arrived students and assist with placement of students in appropriate tutor groups and sets
- To work with pastoral teams, meet with parents and maintain links between home and school and where necessary arrange for translators.

### **Academy Culture**

- Support the academy's values and ethos by contributing to the development and implementation of policies, practices and procedures
- Help create a strong academy community, characterised by consistent, orderly behaviour and caring, respectful relationships
- Help develop an academy culture and ethos that is utterly committed to achievement
- Support and work in collaboration with colleagues and other professionals in and beyond the school, covering lessons and providing other support as required.
- Vision aligned with ARK's high aspirations and high expectations of self and others

### **Other**

- Undertake, and when required, deliver or be part of the appraisal system and relevant training and professional development
- Undertake other various responsibilities as directed by the Assistant Principal - Inclusion, SLT or Principal.
- To carry out any other tasks as reasonably required by the Executive Principal and line manager.
- To carry out first aid duties, if and when required
- To undertake fire marshal duties, if and when required
- To operate the cashless catering tills, if and when required
- To be flexible in regard to working hours
- Attend and support out of hours' academy events e.g. summer fair, parents' evenings
- This job description is subject to change with the agreement of the post holder



## Person Specification: Inclusion Co-Teacher

### Qualification Criteria

- Right to work in UK
- Certified teaching assistant course or training *or commitment to work towards these*
- English and Mathematics GCSE at grade C or above (or equivalent)
- High Level Teaching experience and a Degree (or equivalent)

### Experience

- Experience of establishing successful learning relationships with a variety of children at the relevant age
- Experience in delivering interventions.
- Experience in analysing data and providing support.

### Personal characteristics

- Effective leadership worker: helpful, friendly and able to make good judgements and lead when required
- Adaptable, organised and able to work with minimum supervision.
- Demonstrates resilience, motivation and commitment to high standards of work and achieving excellence.
- Approachable, flexible, calm and caring with a 'can-do' attitude
- Understands the importance of confidentiality and discretion.
- Keen to learn and develop own skills

### Specific skills

- Excellent communication skills, both written and oral
- Competent with IT and the use of it to analyse data
- Excellent administrative and organisational skills
- Able to understand and implement particular strategies and methods to help students to improve their learning and enjoyment of learning
- Able to help implement the necessary routines and expectations to establish outstanding behaviour management
- Relentless drive to do whatever it takes to ensure all students succeed
- Ability to instil and ensure high expectations and the Globe Values outlined in our Culture Pyramid
- The courage and conviction to make a difference

### Other

- The post holder must be committed to the safeguarding and welfare of all pupils.
- Willingness to undertake training
- This post is subject to an enhanced Disclosure and Barring Service check.