



Ark Conway Primary Academy

Job Description: Graduate Co-teacher

Reporting to: Assistant Principal

Location: Ark Conway Primary Academy

**Contract: Fixed Term Contract to August 2024
(possibility of extension for the right candidate)**

Working Pattern: Term Time

Salary: Ark Support staff Pay scale, Band 4 (Spine point 6) £26,192.00 to £26,628.00 (FTE) Actual salary £23,007.16 Term time only

The role

As a Graduate Co-teacher, you will get ready to train as a qualified teacher. You will support pupils, parents, teachers, and the school to establish a supportive and nurturing learning environment in which children make rapid academic progress and form habits of excellence.

Key responsibilities

Learning Support

- Support individuals and groups of pupils to help them learn
- Support teachers, parents and other colleagues to help create an effective and purposeful learning environment
- Promote inclusion and acceptance of all pupils in the school, including those with physical, learning and behaviour difficulties, and work with teachers to assess the needs of individual children
- Work with the Inclusion Manager and other teachers to implement provision maps and develop resources for pupils who have: English as a second language, speech or language impairments, or behaviours that interfere with learning and/or relationships
- Plan and facilitate small group teaching, undertake direction for one to one teaching and intervention, and assist with whole class teaching when appropriate
- Encouraging children to take responsibility for their own learning and promoting development of self-esteem
- Observe, record and feedback information of pupil performance
- Assist in creating materials for curriculum delivery and display boards
- Assist with behaviour management within and outside the classroom
- Assist pupils' achievement outside of the classroom, e.g. computer lab, library

School Support

- Supervise pupils at playtime and lunchtime
- Assist with follow-through for related services, e.g., speech/language therapy, occupational therapy, physical therapy
- Run extra-curricular activities and participate in trips and visits
- Maintain stock supplies and distribute as required

Other

- Actively promote the safety and welfare of our children and young people
- Ensure compliance with Arks data protection rules and procedures
- Maintain pupil and family confidentiality
- Liaise with colleagues and external contacts at all levels of seniority with confidence, tact and diplomacy
- Work with Ark Central and other academies in the Ark network, to establish good practice throughout the network, offering support where required

This job description is not an exhaustive list and you will be expected to carry out any other reasonable tasks as directed by your line manager.

Person specification: Graduate Co-teacher

Qualification Criteria

- Qualified to degree level

Knowledge, Skills and Experience

- Experience of working with young people or adults in a paid or voluntary capacity
- Experience of the role of a TA and in particular classroom organisation and management (desirable)
- Good communication skills, including written and oral
- Excellent numeracy and literacy skills
- Competent with computers and other technology
- Good administrative and organisational skills
- Able to understand and implement particular strategies and methods to help pupils to improve their learning and enjoyment of learning
- Able to deal with minor incidents, first aid, and the personal health and hygiene of the pupils
- Understand the importance of confidentiality and discretion

Behaviours

- A desire to become a qualified teacher in the future
- Genuine passion for and a belief in the potential of every pupil
- A robust awareness of keeping children safe, noticing safeguarding and welfare concerns, and you understand how and when to take appropriate action
- Belief that every student should have access to an excellent education regardless of background
- Professional outlook, detailed orientated and able to multi task and meet deadlines
- A team player that can work collaboratively as well as using own initiative
- Calm and professional under pressure
- Understanding of the importance of confidentiality and discretion
- Flexible attitude towards work and demonstrates sound judgement

Other

- Right to work in the UK
- Commitment to equality of opportunity and the safeguarding and welfare of all students
- Willingness to undertake training
- This post is subject to an enhanced DBS check

Ark is committed to safeguarding and promoting the welfare of children and young people in our academies. In order to meet this responsibility, we follow a rigorous selection process. This process is outlined [here](#), but can be provided in more detail if requested. All successful candidates will be subject to an enhanced Disclosure and Barring Service check.