

Job Description: Graduate Co-teacher

Reports to: SLT

Start date: From December 2021

Location: Ark Tindal Primary Academy

Contract: 37 hours per week, Term time only, Fixed Term until 22nd July 2022

Salary: Actual salary £16,997 - £17,683 (full time equivalent salary £19,312 - £20,092)

The Role

To be part of a team delivering highly effective teaching and learning to ensure that pupils achieve the excellent academic results of which they are capable.

To support pupils with their personal development, by teaching and encouraging Academy virtues.

To be a role-model both in the Academy and for the community, having impact in school and beyond.

To 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

- To assist and support with planning, resourcing, and delivering lessons and interventions to the highest standard, to ensure that pupils make accelerated progress
- To help to provide a nurturing classroom and school environment that helps pupils to develop as learners
- To support during breakfast club, at lunchtimes and with after-school clubs
- To be open to feedback and be self-reflective
- To support the personal development of pupils within the Academy
- To contribute to the effective working of the Academy by supporting staff and pupils

Outcomes and activities

Learning Support

- Promote inclusion and acceptance of all pupils
- Work with teachers to assess the needs of individual pupils
- Plan and facilitate small group teaching
- Plan and undertake direction for one-to-one teaching and intervention
- Observe, record and feedback information of pupil performance
- Assist with whole class teaching when appropriate
- Ensure that all pupils achieve at least at chronological age level or, if well below level, make significant and continuing progress towards achieving at chronological age level

- Maintain regular and productive communication with pupils, parents and carers, to report on progress, sanctions and rewards and all other communications
- Implement and adhere to the Academy's behaviour management policy, ensuring the health and well-being of pupils is maintained at all times

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 a culture and ethos that is utterly committed to achievement
- To be active in issues of pupil welfare and support
- Support and work in collaboration with colleagues and other professionals in and beyond the school, providing other support as required
- To participate in extra-curricular and community events in line with the community focus of the Academy such as discos, fairs and other events
- To deliver a weekly extra-curricular club to develop and nurture pupils' talents and interests

Other support

- Supervise pupils at playtime and lunchtime
- Maintain pupil and family confidentiality
- Attend regular meetings and training, as required
- Participate in trips and visits
- Undertake other various responsibilities as directed by the Head of School
- Undertake first aid training
- Support running of breakfast club

Person Specification: Graduate Co-teacher

Qualification Criteria

- Maths and English GCSE (or equivalent) - Grade C or above
- Qualified to degree level (in any subject)
- Right to work in UK
- First aid training/qualification, desirable

Experience

- Some experience of working with young people in either a paid or voluntary capacity

Behaviours

Personal characteristics

- Able to follow instructions accurately but make good judgements and lead when required
- A desire to become a qualified teacher
- Commitment to the safeguarding and welfare of all pupils.
- Has good communication, planning and organisational skills
- Demonstrates resilience, motivation and commitment to driving up standards of achievement
- Acts as a role model to staff and pupils
- Commitment to regular and on-going professional development and training to establish outstanding classroom practice.
- Genuine passion for and a belief in the potential of every student
- Has a genuine desire to involve themselves fully in the life of our school
- Highly organised and able to prioritise between the competing elements of the role
- Highly developed social intelligence with a wide range of stakeholders
- An optimist who enjoys a challenge
- Sense of humour
- Excellent written and oral communication skills
- Evidence of well-developed ICT skills
- Can inspire others to be the best they can be

Other desirable training and skills

- Training and practice in Ruth Miskin's 'Read, Write Inc.'
- A degree in a foundation subject

Other

- Commitment to equality of opportunity and the safeguarding and welfare of all pupils
- 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.