

## Job Description: Graduate Co-teacher

<b>Reports to:</b>	<b>Deputy Head of School</b>
<b>Start date:</b>	<b>As soon as possible</b>
<b>Salary:</b>	<b>Ark Support Scale 4 £23,849 Actual Salary £20,949</b>
<b>Hours:</b>	<b>36 hours per week, term time only plus one week (40 weeks)</b>
<b>Contract:</b>	<b>Fixed Term Contract; Contract end date: 31 August 2022</b>

### The Role

As a Graduate Teaching Assistant, 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

- Provide support for learning and playtimes
- Feeding back to the teacher on progress made
- Promote independent learning
- Encouraging children to take responsibility for their own learning and promoting development of self-esteem
- Carrying out a child's care plan (education, social, behaviour and personal)

### Outcomes and Activities

#### Learning Support

- Promote inclusion and acceptance of all pupils in the school, including those with physical, learning and behaviour difficulties
- Work with teachers to assess the needs of individual children
- Work with teachers to implement Individual Education Plans 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 group teaching
- Plan and undertake direction for one to one teaching and intervention
- Observe, record and feedback information of pupil performance
- Assist in creating materials for curriculum delivery and display boards
- Assist with whole class teaching
- Assist with behaviour management within and outside the classroom.
- Provide off-site community based opportunities for pupils, if appropriate to the job assignment.
- Assist pupils' achievement outside of the classroom, e.g. computer lab, library.

### **Other support**

- Supervise pupils in playgrounds, lunchrooms, etc.
- Assist with follow-through for related services, e.g. speech/language therapy, occupational therapy, physical therapy
- Maintain pupil and family confidentiality
- Attend regular meetings and training, as required
- Maintain stock supplies and distribute as required
- Run extra-curricular activities and participate in trips and visits.

### **Other**

- Undertake other various responsibilities as directed by the Principal

# Person specification: Graduate Co-Teacher

## Qualification Criteria

- Undergraduate to degree
- Maths and English GCSE or equivalent at level 4 or above
- 3 A Level's at grade C or above (or equivalent)

## Knowledge, Skills and Experience

- Experience of working with young people or adults in a paid or voluntary capacity
- 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.*

