

# Job Description: Co-Teacher

**Reports to:** Phase Lead or SENCO, dependent on role.  
**Salary:** ARK Band 4 currently £23,002 – £24,702 FTE per annum  
**Hours:** 36 hours per week, term time only  
**Disclosure Level:** Enhanced

## The Role

To support pupils, parents, teachers, and the school to establish a supportive and nurturing learning environment in which children make good academic progress. The role will include general teaching assistant duties as detailed below and/or specific responsibility for a child in the class who may have additional needs.

## Key responsibilities

- To support individuals and groups of pupils to help them learn
- To support teachers, parents and other colleagues to help create an effective and purposeful learning environment.

## Outcomes and activities

### Learning Support

- To promote inclusion and acceptance of all pupils in the school, including those with physical, learning and behaviour difficulties
- To work with teachers to assess the needs of individual children
- To work with the Inclusion Lead and other 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
- To plan and facilitate small group teaching
- To plan and undertake direction for one to one teaching and intervention
- To observe, record and feedback information of pupil performance
- To assist in creating materials for curriculum delivery and display boards
- To assist with whole class teaching
- To assist with behaviour management within and outside the classroom.
- To provide off-site community based opportunities for pupils, if appropriate to the job assignment.
- To assist pupils' achievement outside of the classroom, e.g., ICT suite, library.

### Other support

- Supervise pupils at break and lunchtimes
- 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.

## Other

- Undertake other various responsibilities as directed by the Headteacher, Senior Teaching Assistant or other members of the Senior Leadership Team.

# Person Specification: Co-Teacher

## Qualification Criteria

- Certified teaching assistant course or training (desirable)
- Maths and English GCSE or equivalent at grade C or above
- Qualified to degree level (desirable)
- Right to work in UK.

## Experience

- Experience of establishing successful learning relationships with a variety of pupils at the relevant age
- Experience of the role of a TA and in particular classroom organisation and management
- Experience of supporting the planning and delivery of the curriculum.

## Personal characteristics

- Genuine passion and a belief in the potential of every pupil
- Helpful, positive, calm and caring nature
- Able to establish good working relationships with other Teaching Assistants, Learning Support Assistants and teachers
- Able to follow instructions accurately but make good judgments and lead when required.

## Specific skills

- Good communication skills, including written and oral
- Good numeracy and literacy skills
- Competent with computers and other technology
- Good administrative and organisational skills
- Able to lead intervention sessions for pupils after receiving comprehensive training
- Able to understand and implement particular strategies and methods to help pupils to improve their learning and enjoyment of learning
- Able to help implement the necessary routines and patterns to establish good behaviour management within the school
- Able to deal with minor incidents, first aid, and the personal health and hygiene of the pupils
- Understands the importance of confidentiality and discretion.

## Other desirable training and skills

- First Aid training
- Training and practice in Ruth Miskin's 'Read, Write Inc.'
- An interest in music and the ability to play an instrument.

## Alignment with ARK vision

- Relentless drive to do what it takes to ensure all pupils succeed
- Ability to instil and ensure high expectations.

## Other

- Commitment to equality of opportunity and the safeguarding and welfare of all pupils
- Willingness to undertake training
- The post holder will be subject to an enhanced Disclosure and Barring Service check.