**Job Description: Teaching Assistant**

**Reports to: Assistant SENCO/Inclusion Manager**

**Start date: 27 August 2019**

**Location: Ark Putney Academy**

**Contract: Fixed term – One year**

**Salary: Ark Support Staff payscale (Inner London) Scale 6, point 19 £22,858 per annum. Actual salary £19,574 for 36 hours per week, 39 weeks per year**

**The Role**

We are looking for a dynamic and effective Graduate Teaching Assistant to join Ark Putney Academy and support the needs of our students. As a Graduate Teaching Assistant you will be an inspirational role model to our students and work with both teachers and the wider school community to establish a supportive and nurturing learning environment in which children make rapid academic progress.

**Key Responsibilities**

**Support for students**

* Support student learning through the delivery of specific learning programmes, setting high expectations whilst encouraging their independence and building their confidence
* Promote inclusion, encouraging pupils to interact and work collaboratively
* Report to Deputy SENCO to assess the needs of individual children, contribute to and implement Individual Education Plans
* Adapt and develop resources, ensuring student safety and enabling them to access the curriculum
* Assist with follow-through for related services (speech/language/physical therapy etc.)

**Support for the teacher**

* Work closely with teachers to assist in the development and delivery of lessons; plan and facilitate small group teaching, one to one teaching and intervention
* Observe, record and feedback information of pupil performance to the teacher
* Assist students' achievement outside of the classroom, e.g., computer lab, library.

**Support for the school**

* Supervise the student in playgrounds, lunchrooms, etc and assist with general pastoral care
* Accompany teachers and pupils on trips and out of school activities as required within contract hours, taking responsibility for students under the supervision of the teacher

**Other**

* Maintain student and family confidentiality
* Carry out other reasonable tasks as directed by your line manager

**Person Specification: Teaching Assistant**

**Qualification Criteria**

* Right to work in the UK
* Maths and English GCSE or equivalent at grade C or above/NVQ2 or higher
* Certified teaching assistant course or training, desirable

**Knowledge, Experience and Skills**

* Experience establishing successful learning relationships with students at the relevant age, treating them consistently with respect and consideration
* Experience of the role of a TA: classroom organisation and management, supporting the planning and delivery of the curriculum, implementing behavior and learning strategies
* Good working knowledge of the national curriculum
* Good numeracy and literacy skills
* Good administrative, organisational and computer skills
* Excellent communication and interpersonal skills with children and adults
* Able to deal with minor incidents, first aid, and pupil’s personal health and hygiene

**Personal Characteristics**

* Genuine passion and a belief in the potential of every pupil
* Deep commitment to Ark’s mission of providing an excellent education to every student, regardless of background
* Helpful, positive, patient and caring nature
* Able to take direction but also make good judgments and take initiative when required
* Resilient and motivated to continually improve standards and achieve excellence

**Other desirable training and skills**

* First Aid trained
* Training and practice in Ruth Miskin’s ‘Read, Write Inc.’
* Able to speak another language, play a musical instrument or coach a sport

**Other**

* 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*](http://arkonline.org/sites/default/files/Ark_safe_recruitment.pdf)*, but can be provided in more detail if requested. All successful candidates will be subject to an enhanced Disclosure and Barring Service check.*