



## **Job Description: Primary Graduate Co-Teacher**

**Reports to:** Assistant Principal  
**Start date:** 01 September 2021  
**Contract:** Permanent  
**Salary:** Grade 5 (FTE: £23,427-£27,021). The figure will be pro-rated based on 39 weeks.  
**Hours:** 08:00am-16:00pm, 39 weeks, term time only

### **The Role**

To provide outstanding support to our class teachers and the academy to ensure our pupils make rapid academic progress and fulfil their potential.

### **Key responsibilities**

- Support pupil learning through the delivery of specific learning and academic programmes, setting high expectations whilst encouraging their independence and building their confidence
- Assist with whole class teaching, under the direction of a Primary teacher
- Use strategies, in liaison with the teacher, to assist in behaviour management and to support pupils in their learning objectives
- Mentor students on a 1:1 and group basis, as well as planning and leading a series of booster and intervention sessions
- Observe, record and feedback information on pupil performance
- Assist in creating materials for curriculum delivery
- Supervise pupils in the playgrounds, dining hall 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 pupils under the supervision of the teacher

### **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 the Assistant Principal SENCo and other teachers to implement intervention plans and develop resources for pupils who have identified needs
- Plan, deliver and review 1:1 / small group interventions for pupils
- Observe, record and feedback information of pupil performance to class teachers and leaders
- Assist with whole class teaching when appropriate
- Assist with behaviour management within and outside the classroom.

#### **Other support**

- Assist with follow-through strategies for related services, e.g., speech and language therapy, occupational therapy etc
- Maintain pupil and family confidentiality
- Attend regular meetings and training, as required
- Run extra-curricular activities and participate in trips and visits

#### **Other**

- Undertake other various responsibilities as directed by the Primary Principal and SLT



## **Person Specification: Primary Graduate Co-Teacher**

### **Qualification Criteria**

- Maths and English GCSE or equivalent at grade B or above
- Qualified to degree level
- Right to work in UK

### **Knowledge, Skills and Experience**

- Proven commitment to continued professional development and a readiness to reflect and self-evaluate to change, improve and develop
- Experience of building appropriate and effective relationships with young people
- Excellent English and mathematical skills
- Good interpersonal and listening skills; a high degree of emotional intelligence; and an effective oral and written communicator with children, staff and parents
- The ability to develop positive relationships with all young people
- Well-developed planning and organising skills including time management, prioritisation, delegation and administration
- Understanding of the importance of confidentiality and discretion
- Able to deal with minor incidents, first aid, and pupil's personal health and hygiene with appropriate training
- Competent user of ICT
- Ability to lead sessions for pupils after receiving training

### **Experience**

- 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, detail orientated and able to multi-task and meet deadlines
- A team player that can work collaboratively as well as using own initiative
- Helpful, positive, patient and caring nature
- 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