



## Graduate Teaching Assistant

### *Ark Globe Academy*

**It's an exciting time to join Ark Globe Academy as we strive for excellence.**

Our recent success can be credited to our committed and dedicated staff and the high aspirations we promote throughout the school.

We are looking to recruit inspirational and highly motivated **Graduate Teaching Assistants** for our Primary school. The appointed candidates will support individuals and groups of pupils within a year group, delivering high quality interventions to ensure pupils make outstanding academic progress.

You will join us in ensuring that our children continue to receive the very best teaching to maximise their potential in the future. We are looking for someone who strongly believes they can take a leading role within the school and the next step of their career.

#### ***Our ideal candidate will:***

- have the resolve to make a real difference to the lives of pupils
- have excellent English and mathematical skills
- be highly motivated, innovative and eager to learn
- show high levels of ambition and optimism regarding what the academy and its pupils can achieve
- be fully committed to Ark Globe's ethos of high expectations and no excuses

This role would suit anyone with an ambition to become an outstanding Primary teacher.

Our Culture Pyramid sets out for students, staff and parents our purpose, our beliefs and our values. This helps to set expectations for learning and behaviour in our daily lives at Ark Globe.

Visit <http://arkglobe.org/vision-and-values> for more details.

*It is such a privilege to be part of this community. It's a group of like-minded adults working together for the common goal: to prepare our students for university and to be leaders in their community." - Staff member at Ark Globe*

Ark is one of the UK's most successful school groups with a network of 38 schools in 4 locations across the country alone, it is an international charity transforming lives through education. As part of the network, our staff can expect:

- Access to a range of discounts through the Ark Rewards Scheme which includes reduced gym memberships, discounts at major retailers and travel loans
- Twice as many training days as standard
- Support from a network of 38 schools across the UK

For further information, please call +44 (0)207 940 5109 or email [s.yuksel@arkglobe.org](mailto:s.yuksel@arkglobe.org) or visit <http://arkglobe.org/> for more information on the school.

For technical queries relating to your application, please contact the recruitment team on 0203 116 6345 or [recruitment@arkonline.org](mailto:recruitment@arkonline.org)

Please submit your application online by visiting <http://arkglobe.org/>

The deadline for applications is **Friday 23 July 2021 – 9am**

However, applications will be reviewed on an ongoing basis so early applications are encouraged.

**Deadline:** Friday 23 July 2021 – 9am

**Interviews:** TBC

Ark is committed to safeguarding children; successful candidates will be subject to an enhanced Disclosure and Barring Service check.

# Job Description: Graduate Teaching Assistant (Primary)

**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: Graduate Teaching Assistant

## 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