

## **Job Description: Graduate Teaching Assistant**

**Reports to:** SENCO

### **The Role**

As a Graduate Teaching Assistant you will support pupils, parents, and teachers, to establish a supportive learning environment in which all children make good academic progress. You will be instrumental in our mission to provide every pupil, regardless of their background, a great education and real choices in life.

### **Key Responsibilities**

#### **Support for pupils**

- Support pupil 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
- Work with the SENCO and other teachers to assess the needs of individual children, contribute to and implement Individual Education Plans
- Adapt and develop resources for EAL and SEND pupils, ensuring their safety and enabling them to access the curriculum
- Assist with follow-through for related services including speech/language or physical therapy

#### **Support for the teacher**

- Work closely with teachers to assist in the development and delivery of lessons; plan and facilitate one to one teaching and intervention
- Observe, record and feedback information of pupil performance to the teacher
- Use strategies, in liaison with the teacher to assist in behaviour management and to support pupils in their learning objectives

#### **Support for the school**

- Supervise pupils in the courtyard, canteen or around the school
- 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
- Participate in the school enrichment programme

### **Other**

- Maintain pupil and family confidentiality
- Carry out other reasonable tasks as directed by the SENCO

## **Person Specification: Graduate Teaching Assistant**

### **Qualification Criteria**

- Right to work in UK
- Qualified to degree level
- Certified teaching assistant course or training, desirable

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

- Experience establishing successful learning relationships with young people, treating them consistently with respect and consideration
- Strong science background
- 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 pupil, 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**

- Commitment to equality of opportunity and the safeguarding and welfare of all pupils
- 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.*