**Job Description: Teaching Assistant**

**Reporting to: SENCo**

**Location: Ark Alexandra Academy**

**Contract: Fixed Term until 22 July 2020**

**Working Pattern: Full Time, Term Time**

**Salary: Ark Support Scale 5: Pay Points 15-22 £17,972-£21,285 (pro rata)**

The Role

As a Teaching Assistant you will support pupils, parents, and teachers, to establish a supportive learning environment in which children make excellent academic progress. You will plan and deliver intervention programmes to address the student needs and to remove barriers to their progress and development. You will be instrumental in our mission to provide every student, regardless of their background, a great education and real choices in life.

Key Responsibilities

**Learning Support**

* Support pupil learning through the delivery of specific learning programmes, setting high expectations whilst encouraging their independence and building their confidence
* Monitor and track student progress and adapt the provision to secure maximum progress
* Analyse data and use this to inform your planning
* Provide teachers with the appropriate strategies and resoources and be proactive in supporting students in their lessons
* Promote inclusion, encouraging pupils to interact and work collaboratively.
* Work with the SENCO and other teachers to assess the needs of individual children
* Adapt and develop resources for your target students, ensuring their safety and enabling them to access the curriculum
* Assist with follow-through for related services
* Mentor students on a 1:1 and group basis, as well as planning and leading a series of booster and intervention sessions
* Assist with whole class teaching
* Use strategies, in liaison with the teacher, to assist in behaviour management and to support pupils in their learning objectives
* Create positive working relationships with parents

**Support for the school**

* Supervise pupils in and around the academy throughout the school day inclusing break and lunch times 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

Other

* Actively promote the safety and welfare of our children and young people
* Ensure compliance with Arks data protection rules and procedures
* Work with Ark Central and other academies in the Ark network, to establish good practice throughout the network, offering support where required
* Support with other school duties, invigilation and enrichment, when required.

This job description is not an exhaustive list and you will be expected to carry out any other reasonable tasks as directed by your line manager.

**Person Specification: Teaching Assistant**

Qualifications

* Maths and English GCSE or equivalent at grade C or above (or equiv)
* Certified Teaching Assistant

Knowledge, Skills and Experience

* Experience of removing barriers so that students make at least good progress
* Experience establishing successful learning relationships with students at the relevant age, treating them consistently with respect and consideration
* Experience in developing and implementing high quality programmes and interventions for students
* Demonstrated at least good impact through in-class support
* Good working knowledge of the national curriculum
* Good numeracy and literacy skills
* Good administrative, organisational and computer skills
* Competent with computers and other technology
* Excellent communication and interpersonal skills with children and adults
* Able to deal with minor incidents, first aid, and pupil’s personal health and hygiene

Behaviours

* 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, detailed 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
* Resilient, calm and professional under pressure
* Understanding of the importance of confidentiality and discretion
* Flexible attitude towards work and demonstrates sound judgement
* The ability to liaise with colleagues and external contacts at all levels of seniority with confidence, tact and diplomacy

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

*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*.