

**Job Description: Graduate Teaching Assistant**

**Reports to:** SENCO

**Start date**: December 2019/January 2020

**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 playgrounds, lunchrooms
* 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**

* 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
* 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*](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*.