**Job Description: Graduate Co-teacher**

**Reports to:** Vice Principal

**Start date:** September 2019

**Salary:** Ark Support staff Payscale, Band 4 (Spine point 16) £21,727 pro rata £19,085

**Hours:** 36 hours per week, term time only (40 weeks)

**Contract:** Fixed Term Contract; Contract end date: 31 August 2020

**The Role**

As a Graduate Teaching Assistant, you will get ready to train as a qualified teacher. You will support pupils, parents, teachers, and the school to establish a supportive and nurturing learning environment in which children make rapid academic progress and form habits of excellence.

**Key Responsibilities**

* Provide support for learning and playtimes
* Feeding back to the teacher on progress made
* Promote independent learning
* Encouraging children to take responsibility for their own learning and promoting development of self-esteem
* Carrying out a child's care plan (education, social, behaviour and personal)

**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 teachers to implement Individual Education Plans and develop resources for pupils who have English as a second language, speech or language impairments, or behaviours that interfere with learning and/or relationships
* Plan and facilitate group teaching
* Plan and undertake direction for one to one teaching and intervention
* Observe, record and feedback information of pupil performance
* Assist in creating materials for curriculum delivery and display boards
* Assist with whole class teaching
* Assist with behaviour management within and outside the classroom.
* Provide off-site community based opportunities for pupils, if appropriate to the job assignment.
* Assist pupils' achievement outside of the classroom, e.g. computer lab, library.

**Other support**

* Supervise pupils in playgrounds, lunchrooms, etc.
* Assist with follow-through for related services, e.g. speech/language therapy, occupational therapy, physical therapy
* Maintain pupil and family confidentiality
* Attend regular meetings and training, as required
* Maintain stock supplies and distribute as required
* Run extra-curricular activities and participate in trips and visits.

**Other**

* Undertake other various responsibilities as directed by the Principal

## Person specification: Gradate Co-Teacher

**Qualification Criteria**

* Qualified to degree level

Knowledge, Skills and Experience

* Experience of working with young people or adults in a paid or voluntary capacity
* Good communication skills, including written and oral
* Excellent numeracy and literacy skills
* Competent with computers and other technology
* Good administrative and organisational skills
* Able to understand and implement particular strategies and methods to help pupils to improve their learning and enjoyment of learning
* Able to deal with minor incidents, first aid, and the personal health and hygiene of the pupils
* Understand the importance of confidentiality and discretion

Behaviours

* A desire to become a qualified teacher in the future
* 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
* 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

*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*.