

## **Job Description: Primary Co-Teacher**

**Reports to:** Assistant Principal  
**Start date:** 01 September 2022  
**Salary:** Grade 5 (£19,845-£22,891)  
**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 Inclusion Lead 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
- Contribute towards the wider academy objectives and improvements
- Support other operations when required
- Carry out first aid duties and undertaking fire marshal duties, if and when required
- Undertake morning, lunch and playground duties, when required
- Be willing to undertake appropriate training in line with contractual duties
- Be flexible in regard to working hours
- Attend and support out of hours' academy events as requested e.g., summer fair, parents' evenings



- This job description is subject to change with the agreement of the post holder

### **Role review**

- This job description sets out the main duties of the post at the time of drafting. It cannot be read as an exhaustive list. These responsibilities will be discussed annually as part of the post holder's annual performance review and are subject to change. However, it may be altered at any time subject to need in consultation with the post holder subject to the Principal's approval.

## Person Specification: Primary Co-Teacher

### 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

*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.*