



Job Description: Graduate Co-teacher

Reports to: Primary Vice Principal
Start date: September 2022
Salary: Grade 5 (£8,221- £9,483)
Hours: 8am – 4pm, term time only, part-time (2 days a week)

The Role

To 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

- To support individuals and groups of pupils to help them learn
- Provide support for learning and playtimes
- Feeding back to the teacher/Inclusion Manager on progress made
- Promote independent learning
- Encouraging children to take responsibility for their own learning and promoting development of self-esteem
- To support teachers, parents and other colleagues to help create an effective and purposeful learning environment.

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 Manager and other teachers to implement provision maps 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 small 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 when appropriate
- 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 at playtime and lunchtime
- 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 Headteacher and Inclusion Manager



Person Specification: Graduate Co-teacher

Qualification Criteria

- Maths and English GCSE or equivalent at grade B or above
- Qualified to degree level
- Right to work in UK

Experience

- Experience of establishing successful learning relationships with a variety of pupils at the relevant age
- Experience of the role of a TA and in particular classroom organisation and management (desirable)
- Experience of supporting the planning and delivery of the curriculum (desirable)

Behaviours

Personal characteristics

- Genuine passion and a belief in the potential of every pupil
- Helpful, positive, calm and caring nature
- Able to establish good working relationships with all staff
- Able to follow instructions accurately but make good judgments and lead when required

Specific skills

- Excellent communication skills, including written and oral
- Excellent mathematical and English skills
- Competent with computers and other technology
- Good administrative and organisational skills
- Able to lead intervention sessions for pupils after receiving comprehensive training
- Able to understand and implement particular strategies and methods to help pupils to improve their learning and enjoyment of learning
- Able to help implement the necessary routines and patterns to establish good behaviour management within the school
- Able to deal with minor incidents, first aid, and the personal health and hygiene of the pupils
- Understands the importance of confidentiality and discretion

Other desirable training and skills

- Certified teaching assistant course or training
- First Aid training
- Training and practice in Ruth Miskin's 'Read, Write Inc.'
- An interest in a sporting or musical activity

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 Disclosure & Barring Service check.