

# Job Description: Graduate Teaching Assistant

**Location: Ark Victoria Academy**

**Contract: Fixed Term Contract until 31 August 2022**

**Working Pattern: Annualised hours contract 40 hours per week, term time plus two weeks**

**Salary: Ark Support Staff Grade 5, Point 5 £19,312**

## The Role

Young people need your support now more than ever, and as an Ark Graduate Teaching Assistant you'll be a pillar of strength to not only the students, but to the school and community after what has been a turbulent and uncertain time.

In this incredibly rewarding role you'll be supporting pupils/students, parents, and teachers, to establish a supportive learning environment in which children are able to flourish, get back on track and fulfil their potential.

You will support learning through the delivery of specific learning and structured academic intervention programmes to small groups of students/pupils. You will also provide cover for classroom teachers, using lessons planned by a teacher or supervise work set by a teacher.

This is a fantastic opportunity to 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 and academic programmes, setting high expectations whilst encouraging their independence and building their confidence
- Assist with whole class teaching, under the direction of a qualified teacher
- Use strategies, in liaison with the teacher to assist in behaviour management and to support pupils in their learning objectives
- Promote inclusion, encouraging pupils to interact and work collaboratively
- 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 and display boards
- Assist pupils' achievement outside of the classroom, e.g. computer lab, library

### Support for the school

- Supervise pupils in playgrounds, lunchrooms 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

### Other

- Actively promote the safety and welfare of our children and young people
- Ensure compliance with Ark network data protection rules and procedures

- Liaise with colleagues and external contacts at all levels with confidence, tact and diplomacy
- Work with Ark Central and other academies in the Ark network, to establish good practice throughout the network, offering support where 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: Graduate Teaching Assistant

### Qualifications

- Maths and English GCSE or equivalent at level 4 or above (or equivalent)
- 3 A Levels at grade C or above (or equivalent)
- Undergraduate Degree.

*\*In primary schools a degree in a subject relevant to the school curriculum is desirable*

*\*In secondary schools an English or Maths related degree or A level English or Maths is required*

### 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.
- Good literacy and numeracy 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 & organising skills including time management, prioritisation, delegation and administration.
- Sound judgement and problem solving skills.
- 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.
- Able to speak another language, play a musical instrument or coach a sport (desirable).
- Experience planning and delivering sessions for pupils (desirable).
- Experience of having worked successfully in at least one school in an urban, multi-cultural setting, teaching pupils from backgrounds of socio-economic disadvantage (desirable).

### 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, 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.