

## Job Description: Support Teacher

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| <b>Reporting to:</b>    | <b>Assistant Head Teacher</b>                       |
| <b>Location:</b>        | <b>Ark Burlington Danes Academy (Primary Phase)</b> |
| <b>Contract:</b>        | <b>Permanent</b>                                    |
| <b>Working Pattern:</b> | <b>Term time</b>                                    |

### The Role

As a Support Teacher you will work within the Primary SEND team to support students, parents, and teachers to establish a supportive learning environment in which children with additional needs make accelerated academic progress to close the gap with non-SEND peers. You will 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 student learning through the delivery of specific learning intervention programmes, setting high expectations whilst encouraging their independence and building their confidence
- Work with the SENDCo and other teachers to assess the needs of individual children, contribute to and implement Individual Learning Plans
- Create, adapt, develop and differentiate resources for EAL and SEND students, supporting their access to the curriculum
- Liaise with related services to support the needs of SEND students (speech and language, educational psychologist, school counsellor, occupational therapist etc.)
- Liaise with the parents of link SEND students on a weekly basis to effectively communicate student progress and any causes for concern
- Mentor students on a 1:1 and group basis, as well as planning and leading a series of booster and intervention sessions to tackle difficult topics
- Observe, record and feedback information of student performance
- Use strategies, in liaison with the teacher to assist in behaviour management and to differentiate lesson topics and activities to support students in their learning and EHCP objectives
- Assist in creating materials for curriculum delivery and display boards
- Assist students' achievement outside of the classroom, e.g. computer lab, library
- Supervise pupils at break and lunchtime.
- Engage in training and any other reasonable tasks or activities as directed by your line manager

#### Additional responsibilities:

- Actively promote the safeguarding and welfare of our students
- Ensure compliance with Ark data protection rules and procedures
- Liaise with colleagues and external contacts at all levels of seniority with professionalism, tact and diplomacy

## Person Specification: Support Teacher

### Qualifications

- Maths and English GCSE or equivalent at grade C or above (or equivalent)
- Further or Higher Education qualifications in a relevant area (desirable)

### Knowledge, Skills and Experience

- Experience in establishing successful learning relationships with students at the relevant age, treating them consistently with respect and consideration
- Experience of the role of a Support Teacher including: supporting the planning and delivery of the curriculum, differentiating resources to meet the varied needs of students, implementing behaviour and learning strategies in the classroom and in 1:1 settings
- Strong numeracy and literacy skills
- Strong administrative, organisational and computer skills
- Excellent communication and interpersonal skills with children and adults

### Desirable:

- Good knowledge of the varying needs of SEND students and how to support them
- Good knowledge of the national curriculum for English, Maths and/or Science
- Ability to analyse and respond to data sets
- Ability to speak another language
- Valid certificate in first aid for children

### 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 or needs
- Professional, ambitious outlook, and ability 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

### Other

- Right to work in the UK
- Commitment to equality of opportunity and the safeguarding and welfare of all students
- Willingness to undertake any further training as directed by your line manager
- This post is subject to an enhanced DBS check  
BDA welcomes applications from graduates planning to teach or work with young people in the future

*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.*