**Job Description: Phonic Lead Teaching Assistant**

**The Role**

* As a Phonic Teaching Assistant, you will support pupils to develop their early reading skills through Read Write Inc phonics. You will work closely with staff to develop the teaching of phonics. You will track and assess progress in phonics and work with children in small groups and 1 to 1 to ensure progress is made.

**Key responsibilities**

* To support the Phonic Lead and the Early Reading Lead in the promotion of phonics in school
* To deliver phonic interventions to individual/ groups of children
* To attend training and meetings to develop expertise in phonics
* To support staff in the teaching of phonics
* To help order and organise resources
* To input, track, monitor and analyse data

**General Learning Support**

* Promote inclusion and acceptance of all pupils in the school, including those with physical, learning and behaviour difficulties
* Work with the SENCo and other teachers to assess the needs of individual children, contribute to and implement Individual Education Plans
* Adapt and develop resources for SEND pupils, ensuring their safety and enabling them to access the curriculum
* Plan and undertake direction for one to one teaching and small group intervention
* Observe, record and feedback information of 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 and at lunchtimes, etc.
* 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
* Maintain pupil and family confidentiality, ensuring compliance with Ark’s data protection rules and procedures
* Liaise with colleagues and external contacts at all levels of seniority with confidence, tact and diplomacy
* Attend regular meetings and training, as 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: Phonics Lead Teaching Assistant**

**Qualification Criteria**

* Maths and English GCSE or equivalent at grade C or above (essential)
* Certified teaching assistant course or training (desirable)

**Experience**

* Experience of establishing successful learning relationships with a variety of pupils at the relevant age
* Experience of supporting students in a classroom setting
* Experience of Neuro-diversity
* Experience of establishing effective relationships with families and other stakeholders
* Experience of working with challenging young people
* Experience of managing difficult behavioural situations calmly and confidently
* Experience of dealing with minor first aid issues calmly and confidently
* Experience of addressing student personal health and hygiene issues sensitively and confidently
* Experience of working with pupils with ASD/ADHD

**Behaviours**

**Personal characteristics**

* Displays an enthusiasm for working in a challenging educational environment
* Maintains confidentiality and discretion
* Genuine passion and belief in the potential of every student
* Helpful, positive, calm and caring nature
* Able to establish good working relationships with others
* Able to follow instructions accurately but make good judgements and lead when required
* Communicates high expectations

**Specific skills**

* Good communication skills, including written and oral
* Good numeracy and literacy skills
* Competent with computers and other technology
* Able to lead intervention sessions for pupils after receiving comprehensive training
* 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.
* Knowledge of strategies that work with children who disengage with their learning
* Knowledge of a range of neuro-developmental difference

**Other desirable training and skills**

* First Aid training
* Training and practice in Ruth Miskin’s ‘Read, Write Inc.’ – Training can be provided
* Training/qualification in supporting pupils with ASD

**Other**

* Commitment to equality of opportunity and the safeguarding and welfare of all pupils
* Willingness to undertake training
* Right to work in UK.
* This post is subject to an enhanced Disclosure and Barring Service check.

*This post is covered by Part 7 of the Immigration Act (2016) and therefore the ability to speak fluent English is an essential requirement for the role.*

*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.*