

Job Description: Graduate Teaching Assistant

Reports to: SENCO

Start: January 2025

Salary: £28,535 per annum, scale point 7, Outer London Support Band 5

Contract: Full time, term time only

The Role

As a Graduate Teaching Assistant, you will support pupils, parents, and teachers, to establish a supportive learning environment in which all children make good academic progress. You will be instrumental in our mission to provide every pupil, regardless of their background, a great education and real choices in life.

Key Responsibilities

Support for pupils

- Support pupil learning through the delivery of specific learning programmes, setting high expectations whilst encouraging their independence and building their confidence
- Promote inclusion, encouraging pupils to interact and work collaboratively
- 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 EAL and SEND pupils, ensuring their safety and enabling them to access the curriculum
- Assist with follow-through for related services including speech/language or physical therapy

Support for the teacher

- Work closely with teachers to assist in the development and delivery of lessons; plan and facilitate one to one teaching and intervention
- Observe, record and feedback information of pupil performance to the teacher
- Use strategies, in liaison with the teacher to assist in behaviour management and to support pupils in their learning objectives

Support for the school

- Supervise pupils in the courtyard, canteen or around the school
- 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
- Participate in the school enrichment programme

Other

- Maintain pupil and family confidentiality
- Carry out other reasonable tasks as directed by the SENCO

Person Specification: Graduate Teaching Assistant

Qualification Criteria

- Right to work in UK
- Qualified to degree level
- Certified teaching assistant course or training, desirable

Knowledge, Experience and Skills

- Experience establishing successful learning relationships with young people, treating them consistently with respect and consideration
- Strong science background
- Good numeracy and literacy skills
- Good administrative, organisational and computer skills
- Excellent communication and interpersonal skills with children and adults
- Able to deal with minor incidents, first aid, and pupil's personal health and hygiene

Personal Characteristics

- Genuine passion and a belief in the potential of every pupil
- Deep commitment to Ark's mission of providing an excellent education to every pupil, regardless of background
- Helpful, positive, patient and caring nature
- Able to take direction but also make good judgments and take initiative when required
- Resilient and motivated to continually improve standards and achieve excellence

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 DBS check

Ark is committed to safeguarding and promoting the welfare of children and young people in its academies. In order to meet this responsibility, its academies follow a rigorous selection process to discourage and screen out unsuitable applicants.

Ark requires all employees to undertake an enhanced DBS check. You are required, before appointment, to disclose any unspent conviction, cautions, reprimands or warnings under the Rehabilitation of Offenders Act 1974 (Exceptions) Order 1975. Non-disclosure may lead to termination of employment. However, disclosure of a criminal background will not necessarily debar you from employment - this will depend upon the nature of the offence(s) and when they occurred. To read more about Ark's safer recruitment process, please click this [link](#).

Please note we will be reviewing applications on an on-going basis and this role may close earlier than advertised depending on the level of response. We strongly encourage to submit your application at your earliest convenience.