**Job Description: Teaching Assistant / TA3**

**Reporting to:** **Principal**

**Location: Ark Brunel Primary Academy**

**Contract: Permanent**

**Working Pattern:** **Term Time only – 8am to 4.30pm (30minute unpaid lunch break)**

**Salary:**  **Ark Support Scale 3: Pay Points 2-5 £27,735 - £28,977 (pro rata)**

The Role

To work as part of the Teaching Assistant team at Ark Brunel to support pupils with additional learning needs, and their parents and teachers, to establish a supportive learning environment in which children make good academic progress. You will be instrumental in our mission to provide every student, regardless of their background, a great education and real choices in life.

As a TA3, you may be asked to provide cover for whole classes under a system of supervision for up to 30% of employed time throughout the school year.

Key Responsibilities

**Learning Support**

* Use specialist (curricular/learning) skills/training/experience to support pupils with additional learning needs
* Provide 1:1 support for pupils , where directed
* Support pupil learning through the delivery of specific learning programmes, such as systematic synthetic phonics, 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 (speech/language/physical therapy etc.)
* 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, before, during or after teaching hours
* Observe, record and feedback information of pupil performance
* Assist in creating materials for curriculum delivery and display boards
* Assist with whole-class teaching
* Provide class cover for the teacher (for TA3 roles only)
* Use strategies, in liaison with the teacher, to assist in behaviour management and to support pupils in their learning objectives
* Attend parents’ evenings, whole school events, revision classes and staff professional development as appropriate.
* Be willing to undertake first aid training and, once qualified to administer on a rota basis first aid to staff and pupils.
* Assist pupils' achievement outside of the classroom, e.g. computer lab, library

**Support for the school**

* Promote the inclusion and acceptance of all pupils within the provision and wider school community.
* Model and share best practice to colleagues working within the mainstream classrooms.
* Supervise pupils across the academy 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.
* Lead playground activities and after-school clubs to provide children with an exciting and enriching school experience

Other

* Actively promote the safety and welfare of our children and young people
* Ensure 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
* Communicate sensitively and effectively with parents and carers, recognising their roles in pupils’ learning.
* 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: Teaching Assistant / TA3**

Qualifications

* Maths and English GCSE or equivalent at grade C or above (or equiv)
* Certified teach assistant course or training or willingness to undertake.

Knowledge, Skills and Experience

* Experience of working with pupils who have autism and or special educational needs.
* Experience across all of EYFS, KS1 and KS2 is desirable
* Experience establishing successful learning relationships with students at the relevant age, treating them consistently with respect and consideration
* Experience of the role of a TA including; classroom organisation and management, supporting the planning and delivery of the curriculum, implementing behaviour and learning strategies specific to pupils with autism and or special educational needs.
* Good working knowledge of the national curriculum
* Good numeracy and literacy skills
* Good administrative, organisational and computer skills
* Competent with computers and other technology
* Excellent communication and interpersonal skills with children and adults
* Able to deal with minor incidents, first aid, and pupil’s personal health and hygiene
* Able to speak another language, play a musical instrument or coach a sport is desirable
* Training in first aid/diabetic training is desirable, and have a willingness to complete training to have qualifiying skills

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, detailed orientated and able to multitask 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

*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*.