

Job Description: Graduate Teaching Assistant

Reports to:	Deputy Head of School
Start date:	As soon as possible
Salary:	Ark Support Scale 4
Hours:	36 hours per week, term time only
Contract:	Permanent

The Role

As a Graduate Teaching Assistant, you will support pupils, parents, teachers, and the school to establish a supportive and nurturing learning environment in which children make rapid academic progress and form habits of excellence. 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 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 (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
- Observe, record and feedback information of pupil performance
- Assist in creating materials for curriculum delivery and display boards
- Assist with whole class teaching
- Use strategies, in liaison with the teacher to assist in behaviour management and to support pupils in their learning objectives
- 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 Arks data protection rules and procedures
- Liaise with colleagues and external contacts at all levels of seniority 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

Qualification Criteria

- Right to work in UK
- Qualified to degree level
- Maths and English GCSE or equivalent at level 4 or above

Knowledge, Skills and Experience

- Experience of working with young people or adults in a paid or voluntary capacity
- Good communication skills, including written and oral
- Excellent numeracy and literacy skills
- Competent with computers and other technology
- Good administrative and organisational skills
- Able to understand and implement particular strategies and methods to help pupils to improve their learning and enjoyment of learning
- Able to deal with minor incidents, first aid, and the personal health and hygiene of the pupils
- Understand the importance of confidentiality and discretion

Behaviours

- A desire to become a qualified teacher in the future
- 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
- Calm and professional under pressure
- Understanding of the importance of confidentiality and discretion
- Flexible attitude towards work and demonstrates sound judgement

Other

- 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