

## Job Description: Graduate Teaching Assistant

**Reporting to:** Inclusion Manager

**Location:** Ark Putney Academy

**Contract:** Permanent

**Working Pattern:** Term Time

**Salary:** £29,904 Ark Support Inner London scale 5, point 5 - *prorated for term time only*

### The Role

In this role you will support the Inclusion team, and the wider school community, by taking responsibility for the engagement and learning of students identified as having social, emotional, mental health and behavioural needs.

### Key Responsibilities

#### Support for Students and Teachers

- Support all vulnerable children and act as Key Worker to students with special educational needs and social, emotional and behavioural difficulties
- Work with students on an individual and/or small group basis, in and out of lessons
- Plan and implementing strategies for students on the pastoral support programme, ensuring students adhere to accepted behavioural norms
- Develop resources for students with SEN and/or SEBD
- Support staff members in creating an effective and safe learning environment, by dealing with behaviour that disrupts learning, and providing coaching and peer support to staff members to develop behaviour management strategies
- Work with teachers to assess the needs of individual children, implement individual behaviour plans and monitor their use and effectiveness
- Develop whole school and student group anti-bullying strategies and awareness work
- A willingness to carry out some personal care if required

#### Support for the Inclusion Team

- Monitor the progression of all identified students and implement interventions
- Research and share current behavioural information and advice with the inclusion team
- Follow up student issues such as bullying investigations, restorative work, taking student statements and mediation work
- Facilitate activities as directed by the inclusion lead including, with appropriate training, self-esteem, anger management and social skills work

### 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
- 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

### Qualifications

- Educated to Degree level (desirable) and with English and Mathematics GCSE at grade C or above (or equivalent)
- Certified teaching assistant course or training or commitment to work towards these

### Knowledge, Skills and Experience

- Experience in establishing successful learning relationships with students at the relevant age, treating them consistently with respect and consideration
- Experience and/or understanding of the learning support role
- Experience of working with outside agencies and families (desirable)
- Ability to communicate effectively with students, parents and multi-agencies partners
- Knowledge and understanding of how to effectively implement strategies and routines to help students to improve their learning and to establish outstanding behaviour management
- Good numeracy and literacy skills
- Good administrative, organisational and computer skills

### Behaviours

- Genuine passion for and a belief in the potential of every student
- 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 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

*Ark is committed to safeguarding and promoting the welfare of children and young people in its academies. To*

*meet this Ark is committed to safeguarding and promoting the welfare of children and young people in its academies. 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](#).*

*We aim to build a diverse and inclusive organisation where everyone – staff and students – can do their best work and achieve their full potential. We want to reflect and represent diverse perspectives across our organisation because we know that doing so will make us stronger and more effective. To know more about Ark's diversity and inclusion commitments, please click this [link](#)*

*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.*