**Job Description: Teaching Assistant with Class Cover**

**Reports to:** Assistant Head

**Start date:** September 2024

**Contract:** Permanent

**Hours:** 31.25 hours per week, Monday to Friday

**The Role**

* To support pupils, parents, teachers, and the school to establish a supportive and nurturing learning environment in which children make good academic progress

**Key responsibilities**

* To support individuals and groups of pupils to help them learn
* To support teachers, parents and other colleagues to help create an effective and purposeful learning environment.
* To provide cover for whole classes under a system of supervision for up to 30% of employed time throughout the school year.
* To cover lunchtime duties for an hour and a quarter each day.
* To be a champion for reading, supporting children to make progress.

**Outcomes and activities**

**Learning Support**

* Promote inclusion and acceptance of all pupils in the school, including those with physical, learning and behaviour difficulties
* Work with teachers to assess the needs of individual children
* Work with the SENCo and other teachers to implement Education Health Care Plans and develop resources for pupils who have: English as a second language, speech or language impairments, or behaviours that interfere with learning and/or relationships
* Plan and facilitate small group teaching
* Plan and undertake direction for one to one teaching and intervention
* Observe, record and feedback information of pupil performance
* Assist in creating materials for curriculum delivery and display boards
* Assist with whole class teaching
* Assist with behaviour management within and outside the classroom.
* Provide off-site community based opportunities for pupils, if appropriate to the job assignment.
* Assist pupils' achievement outside of the classroom, e.g., computer lab, library.

**Other support**

* Supervise pupils in playgrounds, lunchrooms, etc.
* Assist with follow-through for related services, e.g., speech/language therapy, occupational therapy, physical therapy
* Maintain pupil and family confidentiality
* Attend regular meetings and training, as required

**Other**

* Undertake other various responsibilities as directed by the Head of School and Phase Leader.

**Person Specification: Teaching Assistant with Class Cover**

**Qualification Criteria**

* Certified teaching assistant course or training (desirable)
* Maths and English GCSE or equivalent at grade C or above (essential)
* Right to work in UK.

**Experience**

* Experience of establishing successful learning relationships with a variety of pupils at the relevant age
* Experience of the role of a TA/LSA and in particular classroom organisation and management
* Experience of supporting the planning and delivery of the curriculum.

**Behaviours**

**Personal characteristics**

* Genuine passion and a belief in the potential of every pupil
* Helpful, positive, calm and caring nature
* Able to establish good working relationships with other Teaching Assistants, Learning Support Assistants and teachers
* Able to follow instructions accurately but make good judgments and lead when required.

**Specific skills**

* Good communication skills, including written and oral
* Good numeracy and literacy skills
* Competent with computers and other technology
* Good administrative and organisational skills
* Able to lead intervention sessions for pupils after receiving comprehensive training
* Able to understand and implement particular strategies and methods to help pupils to improve their learning and enjoyment of learning
* 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
* Understand the importance of confidentiality and discretion.

**Other desirable training and skills**

* First Aid training
* Training and practice in Ruth Miskin’s ‘Read, Write Inc.’

**Other**

* Commitment to equality of opportunity and the safeguarding and welfare of all pupils
* Willingness to undertake training

*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.*