

Job Description: Teaching Assistant

Location: Ark Dickens Primary Academy

Contract: Permanent

Working Pattern: Full time

Salary: Ark Support Scale 3: Pay Points 3-5

The Role

As a Teaching Assistant, you will support pupils, parents, and teachers to establish a supportive, positive, and inclusive learning environment in which children can thrive and make strong academic progress.

Working closely with teaching staff, you will support learning, promote pupil wellbeing, and help ensure that all students are able to achieve their full potential. You will contribute to creating a culture of high expectations, inclusion and achievement, enabling every child to succeed both academically and personally.

Key Responsibilities

Learning Support

- Support pupil learning through targeted learning programmes, setting high expectations while promoting independence and building confidence
- Promote an inclusive learning environment, encouraging pupils to participate, interact and work collaboratively
- Work with the SENCO and teachers to assess pupils' needs and implement Individual Education Plans (IEPs), Education, Health and Care Plans (EHCPs) and other personalised support plans
- Adapt learning resources and deliver one-to-one and small group interventions to support pupils with SEND and English as an Additional Language (EAL)
- Support pupils to access specialist interventions and implement recommendations from external professionals where appropriate
- Observe, monitor and record pupil progress, providing regular feedback to teachers and the SENCO
- Prepare learning resources and support whole-class teaching to enable all pupils to access the curriculum
- Use agreed behaviour management strategies to promote positive behaviour and support pupils in achieving their learning objectives
- Support pupils' learning within and beyond the classroom, including educational visits and enrichment activities

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 Ark's data protection, confidentiality and information security 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 share good practice and offer 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

Qualifications

- GCSE Grade 4/C (or equivalent) or above in English and Maths
- Certified teaching assistant course or training or willingness to undertake

Knowledge, Skills and Experience

- 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
- Working knowledge of the national curriculum
- Good numeracy and literacy skills, 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

Behaviours

- Genuine passion for and a belief in the potential of every pupil
- 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 U.K.
- 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

Safeguarding statement:

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](#).