

Job Description: Teaching Assistant

Reports to:	Assistant Headteacher
Salary:	Ark Scale 3: Pay Points 2-5
Hours:	21.75 per week, term time only

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. 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

- To support individuals and groups of pupils to help them learn and make good progress across the primary curriculum
- To support teachers, parents and other colleagues to help create an effective and purposeful learning environment
- To supervise children on the playground, in the classroom and in the dining hall every lunchtime
- To supervise the class under the direction of the class teacher during teacher led intervention time
- To attend a dedicated planning session with the class teacher weekly for 30 minutes
- To facilitate or co-facilitate an enrichment opportunity for children once a week after school

Outcomes and activities

Learning Support

- Promote inclusion and acceptance of all pupils in the school, including those with special educational needs and/or disabilities
- Work with teachers to assess the needs of individual children
- Work with the class teacher, Deputy Headteachers and SENCo to implement and review Individual Learning and Provision Plans and develop resources for pupils who have additional needs
- 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
- Maintain record keeping for identified pupils/groups of pupils
- Assist with the testing and assessing of pupils to determine their needs
- Assist in creating materials for curriculum delivery and display boards
- Assist with whole class teaching
- Assist with behaviour management within and outside the classroom.
- Assist with off-site activities and educational visits

Other support

- Support the personal, emotional and social needs of the pupils by developing positive and caring relationships with them and recognising their personal achievements
- Supervise pupils at playtime – engage in play and structured activities with them
- 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

- Work as part of the team upholding the school's vision and values at all times
 - 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.

Signed

Print Name

Date

Person Specification: Teaching Assistant

Qualifications

- Maths and English GCSE or equivalent at grade C or above (or equiv)
- Certified teaching assistant course or training or willingness to undertake this

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 Teaching Assistant including; classroom organisation and management, supporting the planning and delivery of the curriculum, implementing behaviour and learning strategies
- 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 (desirable)

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 multi task 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

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](#).