

A photograph showing several students in a classroom, focused on their work. They are wearing dark uniforms with blue accents. One student in the foreground is writing in a notebook with a white pen. The background is slightly blurred, showing other students and classroom elements.

Ark St Alban's Academy

Job Description: Graduate Teaching Assistant

The Role

To provide outstanding in-class support and targeted intervention for pupils with SEN/D and ensure they make rapid progress in their learning.

Key Responsibilities

Learning Support

- Support pupil learning through the delivery of specific learning programmes, including both supporting within lessons and also planning and delivering small group lessons.
- Set high expectations whilst encouraging pupil independence and building their confidence
- Promote inclusion, encouraging pupils to interact and work collaboratively
- Work with the SENDCO and other teachers to assess the needs of individual children, contribute to and implement Individual Education Plans
- Take responsibility for a case-load of individual pupils, including contributing to 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
- 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, lunch rooms 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
- Assist in the follow-up to homework completion, including running homework club(s) for small groups of pupils
- Assist with general administrative tasks required to ensure pupil progress, such as tracking work completion.

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

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

Knowledge, Skills and Experience

- Experience establishing successful learning relationships with students is desirable
- 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

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
- 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 our academies. In order to meet this responsibility, we follow a rigorous selection process. This process is outlined [here](#), but can be provided in more detail if requested. All successful candidates will be subject to an enhanced Disclosure and Barring Service check.

