****



**Graduate Co-Teacher**

***Ark Globe Academy***

Globe Academy is a popular all-age 3-18 non-selective school with a fully comprehensive intake. In our recent 2014 Ofsted inspection, we were judged as outstanding for the behaviour and safety of pupils and leadership, management and Early Years provision, as well as good overall.

In 2013 - 2014 we were selected to be part of the Government’s Parliamentary Review of Education as an example of good practice within education. This was a privilege and a credit to the hard work of all adults and children within Ark Globe community. Our inclusion in the Parliamentary Review reinforces that our teacher development programme is a beacon of excellence.

We are looking to recruit a Graduate Co-teacher to support individuals and groups of pupils in a variety of year groups. You will support pupils, parents, teachers and the school to establish a supportive and nurturing learning environment in which children make outstanding academic progress.

***Our ideal candidate will:***

* have the resolve to make a real difference to the lives of pupils
* have experience of working as a teaching assistant
* take a flexible approach to work
* be committed to Globe’s ethos of high expectations and no excuses

In return, we offer a variety of development opportunities including high quality CPD training and Ark network hub days. In addition, we offer attractive remuneration as well as a range of benefits including free private healthcare, reduced gym membership, large retail discounts and free onsite parking.

We encourage all prospective candidates to come and visit the school to give you the opportunity to meet us and see the school first hand. If you would like to visit the school, discuss the role or have any queries, please contact our HR Officer Sabir Yuksel on 020 7940 5109 or email   
[S. Yuksel@globeacademy.org](mailto:S.%20Yuksel@globeacademy.org)

For any technical queries, please contact the recruitment team on 0203 116 6345 or [**recruitment@arkonline.org**](mailto:recruitment@arkonline.org)**.**

**To apply please visit** [**https://goo.gl/kz62JC**](https://goo.gl/kz62JC) **by Monday 4th September 2017.**

**Closing date:** **Monday 4th September 2017– 9am**

**Hours:** Term time only

**Salary:** Band 4 (Spine point 16) £20,571 pro rata; Actual Salary £18,069.65

**Start date:** September 2017

**Job Description: Graduate Co-teacher**

**Reports to:** Assistant Principal - SENCo

**Start date:** September 2017

**Salary:** Band 4 (Spine point 16) £20,571 pro rata; Actual Salary £18,069.65

**Hours:** 8 – 4pm, 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 rapid academic progress and form habits of excellence.

**Key responsibilities**

* To support individuals and groups of pupils to help them learn
* Provide support for learning and playtimes
* Feeding back to the teacher/Assistant Principal SENCo on progress made
* Promote independent learning
* Encouraging children to take responsibility for their own learning and promoting development of self-esteem
* To support teachers, parents and other colleagues to help create an effective and purposeful learning environment.

**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 Assistant Principal SENCo and other teachers to implement provision maps 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 when appropriate
* 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 at playtime and lunchtime
* 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
* Maintain stock supplies and distribute as required
* Run extra-curricular activities and participate in trips and visits

**Other**

* Undertake other various responsibilities as directed by the Primary Principal and Assistant Principal SENCo **Person Specification: Graduate Co-teacher**

**Qualification Criteria**

* Maths and English GCSE or equivalent at grade B or above
* Qualified to degree level
* 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 Co-Teacher and in particular classroom organisation and management (desirable)
* Experience of supporting the planning and delivery of the curriculum (desirable)

**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 all staff
* Able to follow instructions accurately but make good judgments and lead when required

**Specific skills**

* Excellent communication skills, including written and oral
* Excellent mathematical and English 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
* Understands the importance of confidentiality and discretion

**Other desirable training and skills**

* Certified teaching assistant course or training
* First Aid training
* Training and practice in Ruth Miskin’s ‘Read, Write Inc.’
* An interest in a sporting or musical activity

**Other**

* Commitment to equality of opportunity and the safeguarding and welfare of all pupils
* Willingness to undertake training
* This post is subject to an enhanced Disclosure & Barring Service check.