**Job Description: Graduate Teaching Assistant (Secondary)**

**Reports to:** SENCo

**Start date:** August 2018

**Salary:** Ark support staff band 5, Pt17 (£18800 Actual pro rata salary)

**Contract:** 36hrs per week 40 weeks per annum – 1 year fixed

**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 make rapid academic progress.
* 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 SENCO and other teachers to implement Individual Education 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 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
* 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 Headteacher and SENCO/Inclusion Manager.

Ark is committed to safeguarding children; successful candidates will be subject to an enhanced Disclosure and Barring Service check.