**Job Description: Graduate Co-teacher**

**Reports to:** Assistant Principal

**Start date:** September 2018

**Salary:** Ark Support staff Pay scale, Band 4 (Spine point 16) £20,984.00 pro rata. Actual salary £18,432.44.

**Hours:** 36 hours per week, term time only.

**Contract:** Fixed Term Contract for one year (possibility of extension for the

right candidate.)

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

·       Provide support for learning and playtimes

·       Feed back to the class teacher on progress made by children

·       Develop one’s own knowledge and skills

·       Fully implement all academy routines and techniques for creating a culture of high expectations

·       Contribute to the effective daily working of the academy

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 Inclusion Manager 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 Principal.

**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

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

**Specific skills**

* Good communication skills, including written and oral
* Good numeracy and literacy 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
* Understand the importance of confidentiality and discretion.

**Other desirable training and skills**

* An interest in music and the ability to play an instrument
* An interest in sporting activity.

Other

* Committed to equality of opportunity and the safeguarding and welfare of all pupils
* Willing to undertake training
* This post is subject to an enhanced DBS disclosure