

Graduate Co-teacher

Ark Conway Primary Academy

**A unique opportunity to join a passionate team of staff in an Outstanding new and growing academy**

Ark Conway Primary Academy opened as a new primary school for 4-11 year olds in a refurbished, beautiful library on Hemlock Road, White City in September 2011. It has one form of entry and is non-denominational and non-selective, welcoming boys and girls of all abilities from the local area. The academy had full subscription of 30 reception pupils this year, and is set to expand year on year to become an academy catering for students from Reception through to Year 6. Ark Conway was judged as outstanding in all areas by Ofsted in July 2013.

We are now looking for a **Graduate Co-teacher** who is committed to providing learning support to pupils and small groups who need it the most. We need exceptional graduates who will be inspirational role models to our pupils and work with both teachers and the wider school community to establish a supportive and nurturing learning environment in which children make rapid academic progress.

This role is perfect preparation for training to be a teacher with the Ark Teacher Training programme <http://arkteachertraining.org/>. Our recent Graduate Co-teachers have successfully gained a place on the programme and are now working towards Qualified Teaching Status with us. We invest in our teachers as they aspire to continually develop their practice and become outstanding practitioners and leaders. We are now in our 4th generation of Co-teacher model with Middle Leaders, Newly Qualified Teachers, Ark Teacher Trainees and Graduate Co-teachers in place.

**Our ideal candidate will:**

* have experience working with young people in a paid or voluntary capacity
* have a strong academic background in English and Mathematics
* have the desire and enthusiasm to help deliver outstanding teaching
* be committed to Ark Conway’s ethos of high expectations
* have the resolve to make a real difference to the lives of pupils

If you share our commitment to providing an outstanding learning environment, then we look forward to hearing from you.

To apply please go to <https://goo.gl/vosYNz>. The closing date for applications is **9am** on **Monday 12th December 2016.**  Interviews will take place on **Thursday 15th December 2016.**

If you have any queries regarding your application, please contact the recruitment team on 0203 116 6345 or recruitment@arkonline.org.

**Deadline: 9am** – **Monday 12th December 2016**

**Start date:** January 2017

**Salary:** Ark Support staff Payscale, Band 4 (Spine point 16) £20,777 pro rata. Actual: £10,491.50

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

**Contract:** Fixed Term Contract until Friday 21st July 2017.

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

**Job Description: Graduate Co-teacher**

**Reports to:** Deputy Headteacher

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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
* Feeding back to the teacher/Inclusion Manager on progress made
* Promote independent learning
* Encouraging children to take responsibility for their own learning and promoting development of self-esteem
* Carrying out a child's care plan (education, social, behaviour and personal)

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 Headteacher and Inclusion Manager.

**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

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](http://arkonline.org/sites/default/files/Ark_safe_recruitment.pdf), but can be provided in more detail if requested. All successful candidates will be subject to an enhanced Disclosure and Barring Service check.