****

**1:1 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 **two** **1:1 co-teachers** to work with a pupil in Key Stage Two. You will support the pupil, 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, especially those with Autism
* 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

For any technical queries, please contact the recruitment team on 0203 116 6345 or **recruitment@arkonline.org****.**

To apply for the position, please visit <https://goo.gl/Xi2Idq> and apply by **9am, Monday 4th September 2017**

Closing date for applications is **Monday 4th September 2017– 9am**  **Start date:** September 2017
**Hours:** 23 hours per week, term time only - 39 weeks a year

**Salary:** Ark Support Staff Scale 5 £20, 379 - £24, 135. Actual salary £11,039.60 to £13,074.41, depending on experience

**Job Description: 1:1 Co-teacher**

**Reports to:** Assistant Principal - SENCo

**The Role**

To assist in promoting the learning and personal development of the pupil to whom you are assigned, to enable them to make the best use of the educational opportunities available to them and to ensure they make excellent progress.

**Key responsibilities**

* To support individuals and groups of pupils to help them learn
* To support teachers, parents and other colleagues to help create an effective and purposeful learning environment.

**Outcomes and activities**

**Learning Support**

* To aid the pupil to learn as effectively as possible both in group situations and on his/her own by, for example:
* Clarifying and explaining instructions often in a visual format
* To help in the preparation and organisation of classroom resources including making adjustments in classroom layout.
* Ensuring the pupil is able to use equipment and materials provided
* Motivating and encouraging the pupil as required by providing levels of individual attention, reassurance and help with learning tasks as appropriate to pupils’ needs
* Assisting in weaker areas, e.g. speech and language, reading, spelling, numeracy, handwriting/presentation etc
* Using praise, commentary and assistance to encourage the pupil to concentrate and stay on task
* Liaising with class teacher, SENCo and other professionals about Education Health and Care Plans, contributing to the planning and delivery as appropriate
* Providing additional nurture to individuals when requested by the class teacher or SENCo
* Consistently and effectively implementing agreed behaviour management strategies
* Helping to make appropriate resources to support the pupil

* To establish a supportive relationship with the pupil concerned
* To promote the acceptance and inclusion of the pupil with SEN, encouraging other pupils to interact with each other in an appropriate and acceptable manner
* Monitor the pupil’s response to the learning activities and, where appropriate, modify or adapt the activities as agreed with the teacher to achieve the intended learning outcomes
* To give positive encouragement, feedback and praise to reinforce and sustain the pupil’s efforts and develop self-reliance and self-esteem
* To mark pupils’ work under the direction of the class teacher
* To support the pupil in developing social skills both in and out of the classroom
* To support the use of ICT in learning activities and with specific programmes to support learning. (For example – Clicker 6)
* To provide regular feedback on the pupil’s learning and behaviour to the teacher/SENCo, including feedback on the effectiveness of the behaviour strategies adopted
* Where appropriate, to know and apply positive handling techniques for which training will be provided if needed
* To know and apply school policies on Child Protection, Health and Safety, Behaviour, Teaching and Learning etc
* Where appropriate to develop a relationship to foster links between home and school, and to keep the school informed of relevant information
* To be aware of confidential issues linked to home/pupil/teacher/school
* To contribute towards reviews of the pupil’s progress as appropriate
* To comply with legal and organisational requirements for maintaining the health, safety and security of yourself and others in the learning environment
* To take part in training activities offered by the school to further knowledge and skills of working with a child with specific learning difficulties
* To accompany teacher and pupils on educational visits
* To provide individual support, as required, during assessment sessions
* To carry out the above duties in accordance with the Academy’s Equal Opportunities Policy
* Assist with follow-through for related services, e.g., speech/language therapy, occupational therapy, physical therapy
* Supervise pupil at playtime and lunchtime

**Other**

* Undertake other various responsibilities as directed by the Primary Principal and Assistant Principal - SENCo **Person Specification: 1:1 Co-teacher**

**Qualification Criteria**

* Certified teaching assistant course or training (desirable)
* Maths and English GCSE or equivalent at grade C 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 TA 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 and caring nature
* Able to remain calm in challenging situations
* Able to establish good working relationships with other Co-teachers and teachers
* Able to follow instructions accurately but make good judgments and lead when required

**Specific skills**

* Excellent communication skills, including written and oral
* Excellent numeracy and literacy skills
* Competent with computers and other technology
* Good administrative and organisational skills
* Able to understand and implement particular strategies and methods to help the pupil 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 pupil
* Understands the importance of confidentiality and discretion

**Other desirable training and skills**

* Experience of working with pupils with Autism
* First Aid training
* Training and practice in Ruth Miskin’s ‘Read, Write Inc.’

**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

*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.*