



nishkamschool
westlondon



JOB DESCRIPTION AND PERSON SPECIFICATION

Associate Teacher

Nishkam Schools Multi Academy Trust

JOB DESCRIPTION

Job Title	Associate Teacher
School	Nishkam School West London
Accountable to:	The Headteacher, SLT, SENDCO
Salary Grade/Range:	Grade 4 (£25,950.33 - £27,474.77)

Nishkam Schools are Sikh schools with a multi faith ethos, taking a distinctive approach to faith-based education. As a high performing multi academy trust serving communities across five cities, our work is grounded in a virtues led model shaped by compassion, humility, service, contentment, optimism, trust and forgiveness. These virtues are lived daily through our teaching, leadership and relationships.

We support pupils to explore the divine context of humanity and learn from the wisdom of different faith traditions, encouraging them to recognise their capacity to do good unconditionally. We are equally committed to supporting both pupils and staff in developing their own religious, spiritual or human identity, approaching this work with humility, reflection and a spirit of service.

Job Purpose

To work as part of the school's teaching support team under the guidance of the SENDCO and classroom teachers to support high-quality teaching, learning and pastoral provision across the secondary phase.

The postholder will support pupils academically, socially and emotionally through classroom support, intervention delivery, supervision and targeted SEND provision. The role is designed as an excellent developmental opportunity for graduates and aspiring teachers seeking experience within a high-performing school environment.

Main Duties	
Classroom and Curriculum Support	• Support teachers in creating and maintaining a purposeful, orderly and supportive learning environment. • Work with teachers in lesson preparation, planning and adaptation of learning activities. • Deliver agreed learning activities and intervention programmes for individuals, small groups or whole classes. • Provide whole-class supervision in the short-term absence of a teacher. • Support pupils to access the curriculum effectively, including through the use of ICT and specialist resources. • Assist in preparing, organising and maintaining classroom resources and equipment. • Undertake marking and record pupil progress where appropriate. • Administer routine assessments and support examination invigilation. • Provide feedback to teachers regarding pupil progress, engagement and behaviour.
SEND and Intervention Support	• Support the SENDCO in delivering targeted interventions and support strategies. • Assist with the implementation of Education, Health and Care Plans (EHCPs), SEND support plans and other intervention programmes. • Deliver tailored 1:1 and small-group interventions to support a range of learning needs. • Monitor pupil responses to interventions and provide accurate feedback and records. • Promote the inclusion and participation of all pupils within the classroom and wider school environment.

	Support pupils with SEND, EAL and other additional needs to access learning successfully.
Pupil Development and Support	- Establish positive working relationships with pupils and act as a positive role model. - Promote high standards of behaviour, conduct and engagement in line with school systems. - Encourage pupils to develop independence, resilience and self-confidence. - Support pupils' social, emotional and pastoral development. - Promote positive attitudes, values and behaviours consistent with the school's virtues-led ethos. - Supervise pupils during social times, educational visits and extra-curricular activities where required.
Administrative and Organisational Support	- Maintain accurate records and contribute to school systems and documentation. - Support teachers and leaders with routine administrative tasks related to teaching and learning. - Assist in preparing resources, displays and learning materials. - Participate in meetings, training and professional development activities.
Team Working and Wider Contribution	- Work collaboratively with teachers, pastoral leaders, SEND staff and external agencies. - Contribute positively to the wider life and ethos of the school. - Support enrichment activities, clubs, trips and wider school events. - Engage fully in professional learning and development opportunities. - Undertake any reasonable duties directed by the Headteacher or Senior Leadership Team commensurate with the role.
Responsibilities	
Safeguarding The jobholder must observe their obligations in accordance with the Trust's Child Protection Procedure and the document 'Keeping Children Safe in Education: Information for all school and college staff', and to report any concerns that they may have regarding a child or young person's welfare to the appropriate person.	
Compliance - Comply with policies and procedures relating to child protection, health, safety and security, confidentiality and data protection, reporting all concerns to an appropriate person - To work in a way that promotes the health and wellbeing of yourself and your colleagues, in line with the school's commitment to the DfE Education Staff Wellbeing Charter."	
Equal Opportunities Be aware and support difference and ensure equal opportunities for all	
Conduct - To have professional regard for the ethos, policies and practices of the school in which you teach, and maintain high standards in your own attendance and punctuality - Perform any reasonable duties as requested by the headteacher	
Training and Development - Regularly review the effectiveness of your teaching and assessment procedures and its impact on pupils' progress, attainment and well being, refining your approaches where necessary responding to advice and feedback from colleagues - Be responsible for improving your teaching through participating fully in training and development opportunities identified by the school or as developed as an outcome of your appraisal - Proactively participate with arrangements made in accordance with the Appraisal Regulations	
Additional Information	
Mobility The jobholder may be required to transfer to any job appropriate to their grade at such a place as in the service of the Trust may be required, in accordance with legitimate operational requirements and/or facilitating the avoidance of staffing reductions	
Other - The job description reflects the major tasks to be carried out by the job holder and identifies the level of responsibility at which the jobholder will be required to work, as at the date on which the last review took place - The job description may be subject to review and/or amendment at any time to reflect the requirements of the job. Any amendments will be made in consultation with any existing jobholder, and will be commensurate with the salary grade for the job - The jobholder is expected to comply with any reasonable management requests for any other duties commensurate with the grade of the post	

Person Specification

Criteria	Essential	Desirable	Method of Assessment
Qualifications	A good degree in a relevant discipline. Good standard of education including English and Maths GCSE (or equivalent).	Relevant administrative or pastoral qualification or an interest in pursuing a career in teaching.	- Application Form - Certificates
Experience	Experience working with young people in an educational or voluntary setting. Experience using ICT systems effectively.	Experience working in a secondary school environment. Experience supporting pupils with SEND.	- Application Form - References
Knowledge and Understanding	- Understanding of safeguarding and child protection responsibilities. - Understanding of the importance of confidentiality and professional conduct. - Awareness of strategies to support positive behaviour and learning.	- Understanding of SEND and intervention strategies. - Understanding of virtues-led or faith-based education.	- Application Form - Selection process - References
Skills and Abilities	- Excellent organisational and communication skills. - Ability to build positive relationships with pupils and staff. - Ability to work calmly and professionally under pressure. Strong ICT skills. - Ability to support pupils effectively within the classroom.	- Ability to deliver interventions or supervise whole classes confidently. - Experience supporting literacy or numeracy interventions.	- Application Form - Selection process - References
Beliefs, attitudes and personal attributes	- Commitment to the ethos and values of Nishkam Schools Trust. - Professional, reliable and approachable manner. - High expectations of behaviour and conduct. - Ability to work collaboratively as part of a team.	Willingness to contribute to wider school life and enrichment opportunities.	- Application Form - Selection process - References
Special Conditions	- Enhanced DBS clearance - Right to work in UK.		

Signature of Manager:

Date: / /

Signature of post holder:

Date: / /