

Assistant Teacher

Salary / grade range	Level 6 salary points 12 to 17 £22,183 - £24,491 (pro rata term time only + 6 days) 32.5 hours per week
Location	Co-op Academy Stoke-on-Trent
Reports to	Senior Leader: SENDCo

Purpose of role:

- Implement and deliver an appropriately broad, balanced, relevant and differentiated curriculum for students and to support a designated curriculum area as appropriate.
- Monitor and support the overall progress and development of students as a teacher and tutor.
- Facilitate and encourage a learning experience which provides students with the opportunity to achieve their individual potential.
- Contribute to raising standards of student attainment.
- Share and support the Academy's responsibility to provide and monitor opportunities for academic and personal growth

Key accountabilities (and specific duties / responsibilities):

1. To assist the teacher(s) in the implementation of the students' curriculum;
 2. To carry out, under the direct supervision of the teacher(s), individual programmes of learning, specifically to support the students' concerned;
 3. To assist in the implementation of any other programmes of support designed by other professionals such as advisory teachers, physiotherapists, occupational therapists and speech therapists;
 4. To contribute to the student's integration programme, as identified by the school;
 5. To assist in the preparation of teaching materials and equipment in support of the student concerned;
 6. To assist the school in maintaining a close liaison with the student's parents or carers;
 7. To assist the teacher(s) in maintaining a detailed record of progress, recording observations of strengths and weaknesses as appropriate;
 8. To support the general care, welfare and safety of the student;
 9. To carry out small group activities as requested by the teacher, Learning Support Manager or SENDCo, to include the identified student during academy time. To lead or contribute to SEND led interventions after the end of the academy day, in line with the designated working hours.
 10. To contribute to any discussions or reviews on the student concerned, as requested by the Principal.
- ◆ The post holder will either have or be working towards a recognised NVQ 3 qualification.

Personal attributes required (based on job description):

Attributes	All attributes are essential, unless indicated below as 'desirable'	How measured, e.g. application form (A), interview (I)
<p>Qualifications</p> <ul style="list-style-type: none"> NVQ 3 or above Competent in English and maths (GCSE C and above) 		<p>A A</p>
<p>Experience</p> <ul style="list-style-type: none"> Relevant experience in a school or educational setting Knowledge and experience working with hard to reach young people and families 	<p>D D</p>	<p>AI AI</p>
<p>Skills, Ability, Knowledge</p> <ul style="list-style-type: none"> Skills to plan and deliver academic interventions with KS3 and KS4 students Skills to plan and deliver social and emotional interventions with KS3 and KS4 students Knowledge and understanding of the barriers to learning faced by children and young people and a range of interventions available to mitigate these challenges Knowledge and understanding of the effect of social, economic and cultural issues on children and young people 		<p>I I I I</p>
<p>Personal Qualities</p> <ul style="list-style-type: none"> Communication skills to influence, persuade, motivate and engage with a wide range of children, young people and their families Interpersonal skills to form and maintain positive working relationships with pupils, their families, and colleagues. Creative skills to develop options and alternatives that will support children and young people to engage in the learning process. Organisational skills to manage time effectively, work under pressure to prioritise, and re-prioritise own work and that of the team, to meet potentially conflicting deadlines 		<p>AI AI AI AI</p>

The job description best characterises the role at the time of its formulation. It is subject to review to align with the needs and requirements of the Academy, in agreement with the post-holder, and by final agreement with the Headteacher.