**Job Description: Teaching Assistant**

**Reports to: Assistant SENCO/Inclusion Manager**

**Start date: 27 August 2019**

**Location: Ark Putney Academy**

**Contract: Fixed term – One year**

**Salary: Ark Support Staff payscale (Inner London) Scale 6, point 19 £22,858 per annum. Actual salary £19,574 for 36 hours per week, 39 weeks per year**

**The Role**

We are looking for a dynamic and effective Learning Support Assistant to join Ark Putney Academy. The successful candidate will be able to offer support to a student with cerebral palsy. The support will include attending to personal care needs (such as supporting feeding, toileting and some medical procedures), supporting in classroom curriculum focused and physiotherapy activities and the use of an alternative communication device such as dragon.

As a Teaching Assistant you will support the student, parents and teachers, to establish a supportive learning environment in which the student makes good academic progress. You will be instrumental in our mission to provide every student, regardless of their background, a great education and real choices in life.

**Key Responsibilities**

**Support for students**

* Support student learning through the delivery of specific learning programmes, setting high expectations whilst encouraging their independence and building their confidence
* Promote inclusion, encouraging pupils to interact and work collaboratively
* Report to Deputy SENCO to assess the needs of individual children, contribute to and implement Individual Education Plans
* Adapt and develop resources, ensuring student safety and enabling them to access the curriculum
* Assist with follow-through for related services (speech/language/physical therapy etc.)

**Support for the teacher**

* Work closely with teachers to assist in the development and delivery of lessons; plan and facilitate small group teaching, one to one teaching and intervention
* Observe, record and feedback information of pupil performance to the teacher
* Assist students' achievement outside of the classroom, e.g., computer lab, library.

**Support for the school**

* Supervise the student in playgrounds, lunchrooms, etc and assist with general pastoral care
* Accompany teachers and pupils on trips and out of school activities as required within contract hours, taking responsibility for students under the supervision of the teacher

**Other**

* Maintain student and family confidentiality
* Carry out other reasonable tasks as directed by your line manager

**Person Specification: Teaching Assistant**

**Qualification Criteria**

* Right to work in the UK
* Maths and English GCSE or equivalent at grade C or above/NVQ2 or higher
* Certified teaching assistant course or training, desirable

**Knowledge, Experience and Skills**

* Experience establishing successful learning relationships with students at the relevant age, treating them consistently with respect and consideration
* Experience of the role of a TA: classroom organisation and management, supporting the planning and delivery of the curriculum, implementing behavior and learning strategies
* Good working knowledge of the national curriculum
* Good numeracy and literacy skills
* Good administrative, organisational and computer skills
* Excellent communication and interpersonal skills with children and adults
* Able to deal with minor incidents, first aid, and pupil’s personal health and hygiene

**Personal Characteristics**

* Genuine passion and a belief in the potential of every pupil
* Deep commitment to Ark’s mission of providing an excellent education to every student, regardless of background
* Helpful, positive, patient and caring nature
* Able to take direction but also make good judgments and take initiative when required
* Resilient and motivated to continually improve standards and achieve excellence

**Other desirable training and skills**

* First Aid trained
* Training and practice in Ruth Miskin’s ‘Read, Write Inc.’
* Able to speak another language, play a musical instrument or coach a sport

**Other**

* Commitment to equality of opportunity and the safeguarding and welfare of all students
* Willingness to undertake training
* This post is subject to an enhanced DBS 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.*