

Job Description: Primary Teaching Assistant

Reports to: Deputy Headteacher/Year Team Leader

Start date: September 2017

Hours: 36 hours per week, 40 weeks per year (term time plus 5 days)

Salary: Ark Support Staff Scale, Band 5-6, £18,566 – £24,989 pro rata pa, (Actual £16,307.52 – £21,949.18), depending on experience.

The Role

- To deliver outstanding support to pupils, parents, teachers, and the school to establish a supportive and nurturing learning environment in which children make outstanding academic progress

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

- Promote inclusion and acceptance of all pupils in the school, including those with physical, learning and behaviour difficulties
- Ensure that identified children are able to access the curriculum through further differentiation/planning/preparation or modification of programmes/activities
- Work with teachers to assess the needs of individual children
- Work with the classroom teachers to implement Personalised Learning Plans and develop resources for pupils who have: English as an additional language, speech or language impairments, or behaviours that interfere with learning and/or relationships
- Plan and facilitate small group teaching
- Plan and undertake direction for one to one teaching and intervention

- Observe, record and feedback information of pupil performance
- Give written and verbal feedback to pupils about their work
- Assist in creating materials for curriculum delivery and display boards
- Assist with whole class teaching
- Model tasks with the teacher
- 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

Other support

- Supervise pupils at play and lunchtimes 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
- To undertake any other professional duties as set down in the Ark pay and conditions of service document, and as directed by the Headteacher.

Person Specification: Primary Teaching Assistant

Qualification Criteria

- Certified teaching assistant course or training (desirable)
- Maths and English GCSE or equivalent at grade C or above
- Qualified to degree level (desirable)
- Right to work in UK.

Knowledge

- Up to date knowledge of the EY & Primary curriculum

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
- Experience of supporting the planning and delivery of the curriculum.

Behaviours & Qualities

Personal characteristics

- Vision aligned with Ark and the Academy's high aspirations and high expectations of self and others
- Genuine passion and a belief in the potential of every pupil
- Helpful, positive, calm and caring nature
- Able to establish good working relationships with other Teaching Assistants, Learning Support Assistants and teachers
- Able to follow instructions accurately but make good judgments and lead when required.

Specific skills

- Strong communication skills, including written and oral
- Good numeracy and literacy skills
- Competent with computers and other technology
- Good administrative, organisational and time-management 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
- Understands the importance of confidentiality and discretion.

Other Desirable Training and Skills

- First Aid training
- Training and practice in Ruth Miskin's 'Read, Write Inc.'

Other

- This post is subject to an enhanced Disclosure and Barring Service check
- The post holder must be committed to safeguarding the welfare of children and to providing equality of opportunity.

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](#), but can be provided in more detail if requested. All successful candidates will be subject to an enhanced Disclosure and Barring Service check.

