

A close-up photograph of four hands, each wearing a blue ribbed sweater sleeve, stacked on top of each other in a central position. The hands are of different skin tones, and the background is a plain, light-colored surface.

# **Information Pack**

Primary Associate Teacher

Closing Date: 29th June



# JOB DESCRIPTION

## Associate Teacher, Primary Phase

<b>Reports to:</b>	Phase Leader
<b>Start date:</b>	September 2018
<b>Salary:</b>	£18,000—21,000
<b>Contract type:</b>	Full-time
<b>Closing date:</b>	29th June 2018

### The Role

The Associate teacher plays an important role in the development of pupils in the Primary phases. The successful candidate will work with pupils alongside the classroom teacher in the morning for Literacy and Maths, leading elements of the learning for groups of pupils and will have a curriculum area where they specialize and teach whole class for some Foundation subjects in the afternoon.

The successful candidate will have experience support Primary age pupils to make excellent academic progress. They will likely aspire to train to teach in the future.

### Key responsibilities

- ⇒ Works in partnership with teachers to deliver high quality learning experiences to pupils within the classroom;
- ⇒ With support plan and develop learning activities, leads whole class teaching for specific foundation subjects during teachers' PPA sessions;
- ⇒ Plays a leading role in assessing pupils progress across lessons and learning activities;, including marking books where appropriate;
- ⇒ Takes responsibility for planning specific learning activities for individuals and groups of pupils taking a different path towards specific objectives;
- ⇒ Communicates effectively with parents, particularly for named prioritised pupils, ensuring that parents are informed and able to support their children's learning;
- ⇒ Take responsibility for own professional development, identifying areas for development and proactively seeking opportunities to grow;
- ⇒ Use specialist skills and activities to foster, supervise or support intellectual and social and emotional development of individual or groups of children
- ⇒ Follow all school policies, including all those related to safeguarding and pupil safety;

### Other

- ⇒ Undertake other various responsibilities as directed by the Academy Leadership Team.

# PERSON SPECIFICATION

## Qualifications

- ⇒ Qualified to degree level and above preferred;

## Experience

- ⇒ Experience of working with young people; and
- ⇒ Experience of working with pupils with Special Educational Needs preferred.

## Skills and Attributes

- ⇒ Excellent communication, interpersonal and organisational skills
- ⇒ Excellent literacy and numeracy skills;
- ⇒ Ability to build strong relationships with pupils and adults;
- ⇒ Knowledge of a range of strategies to manage pupils' learning effectively.
- ⇒ To be able to keep accurate records;
- ⇒ To be reflective, able to take on board and incorporate feedback;
- ⇒ Confidence to lead lessons in at least one curriculum area;
- ⇒ To be able to break down learning in manageable chunks for pupils; and
- ⇒ Desire to learn and grow in an entrepreneurial environment.



## Safer recruitment process

Reach Academy is committed to safeguarding and promoting the welfare of children and young people.

In order to meet this responsibility all candidates will be subjected to a rigorous selection process to discourage and screen out unsuitable applicants. This process is outlined below. Please do not hesitate to contact the school if further detail is required.

**Disclosure** This post is classified as having substantial access to children, and appointment is subject to an enhanced police check of previous criminal convictions (CRB). Applicants are required, before appointment, to disclose any conviction, caution or binding over including 'spent convictions' under the Rehabilitation of Offenders Act 1974 (Exemptions) Order 1975. Non-disclosure may lead to termination of employment. However, disclosure of a criminal background will not necessarily debar individuals from employment – this will depend upon the nature of the offence(s) and when they occurred. **Short listing** Short listing will occur after 29th June with interviews taking place in the following 2 week period. **Interview** Candidates will be subject to an in-depth, in-person interview and assessment, along with a telephone interview in some circumstances. At each stage of the process candidates will be asked to address any discrepancies, anomalies or gaps in their application form or arising from information gained at the previous stage of the recruitment process. **Reference checking** References from the previous and current employers will be taken up for shortlisted candidates, possibly before interview, and where necessary employers may be contacted to gather further information or address any discrepancies, anomalies or gaps in the reference provided. **Probation** All new staff will be subject to a probation period (which may, in certain circumstances, be extended by up to 10 weeks). The probation period is a trial period, to enable the assessment of an employee's suitability for the job for which they have been employed. It provides Reach Academy with the opportunity to monitor and review the performance of new staff in relation to various areas, but also in terms of their commitment to safeguarding and relationships with pupils. **Equal Opportunities** Reach Academy is dedicated to providing equal opportunities and will monitor the recruitment process rigorously to ensure fair access and opportunity for all.

If you require assistance in reading this information or in completing the application form, please contact [recruitment@reachacademy.org.uk](mailto:recruitment@reachacademy.org.uk).