**31 Hours per week – Term Time Only (TTO)**

**Arabic Teaching Assistant Job Description and Personal Specification**

**Teaching Assistant Job Description and Personal Specification**



**Time: 8.15am - 3.30pm (1 hour unpaid lunch break) 4pm-5pm Staff Meeting once a week**

**Salary: £18, 981.16 (Paid Monthly, 15th of each month)**

**Responsible to: Arabic Teacher and Line Manager**

**Roles and Responsibilities**

**To support the learning of pupils and assist the class teacher.**

**Purpose of the Job**

To assist the class teacher in planning, preparing, delivering, assessing and marking learning activities for pupils, under an agreed system of supervision.

**Main Responsibilities**

To work under the guidance of the Class Teacher in the performance of all general duties associated with assisting pupils within the classroom setting. This will include helping with the learning of Arabic, reading, writing, number work, telling stories, general cleaning up and practical classroom organisation. Work may be carried out inside or outside the main teaching area under the guidance of teaching staff.

**Supporting Pupils:**

* Establish a productive working relationship with pupils, acting as a role model and setting high expectations
* Promote the inclusion and acceptance of all pupils within the classroom
* Support pupils consistently whilst recognising and responding to their individual needs
* Encourage pupils to interact and work co-operatively with others and engage all pupils in activities
* Promote independence and support strategies to recognise/reward achievement of self-reliance
* Provide feedback to pupils in relation to progress and achievement

**Key Tasks:**

* Create and print materials requested by the class teacher
* Support the monitoring and evaluations of pupil assessments
* Organise and manage appropriate learning environment and resources
* Provide objective and accurate feedback on pupil achievement, progress and other matters
* Assist the teacher by recording progress and achievement in lessons – evidence attached
* Supporting lesson plans, creating worksheets, and preparing resources.
* Contribute to the overall ethos, work and aims of the school
* Comply with policies and procedures relating to child protection, health, safety, security, confidentiality and data protection - reporting all concerns to the appropriate person.

**Additional Information**

**Personal Specification**

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|  | **Essential** | **Desirable** |
| **Knowledge and Skills** | * Can use ICT effectively to support learning and create resources. * Able to read, write and understand basic Arabic. | * Knowledge of relevant polices, legislation and codes of practice. * Good understanding of child development and learning processes * Work constructively as part of a team, understanding classroom responsibilities * Ability to develop equal opportunities and inclusion for all pupils * Understanding of safeguarding and confidentiality |
| **Qualifications and Training** | * Qualifications in relation to the post. | * Degree * Advanced level Arabic qualification * Safeguarding Training. * First Aid. * Excellent numeracy and literacy skills. |
| **Experience** | * Experience of successfully leading classes for short term cover. * Working with children within a learning environment. | * Previous experience as a teaching assistant. |

**Disclosure and Barring Service**This post is classed as having a high degree of contact with children or vulnerable adults and is exempt from the Rehabilitation of Offenders Act 1974. An enhanced disclosure will be sought through the Disclosure and barring Service (DBS) as part of the school’s pre-employment checks. Please note that additional information referring to the DBS is in the guidance notes to the application form. If you are invited to an interview you will receive more information.

**Annual Leave - Term time Only (TTO)**

An allowance is made in the T.T.O. formula (notional pay and hours calculation) for annual leave and bank holidays. The entitlement for this calculation is:

* 27 + 2 statutory days per year (-5 years service)
* 29 + 2 statutory days per year (+5 years service)
* Plus 8 bank holidays
* Plus 1 concessionary day

**As an allowance has been made for annual leave in the calculation of the**

**salary, there is no entitlement to take annual leave.**

**Signed Staff Member:……………………………….**

**Signed Headteacher: ……………………………….**