



Ark Soane Academy

Higher Level Teaching Assistant

- Location:** Acton, London – a five-minute walk from Acton Town tube station
- Contract:** Full-time hours, permanent contract
- Start date:** September 2024 – but an earlier start date may be considered
- Salary:** Ark Support Band 6, Points 8 - 19
- Closing date:** Applications will be considered on a rolling basis and early applications are advised
- Interviews:** TBC

Opportunity for an exceptional candidate to join our highly successful SEND department, shaping a new Ark secondary school in Ealing.

Ark Soane Academy is a new secondary school in Acton which opened in 2021. We will have 720 students in Years 7-10 from September 2024 and will be launching our GCSE programmes for the first time.

Ark Soane seeks to redefine what is possible in education. Our model is “simplicity delivered expertly”: by delivering an immaculately planned and highly academic curriculum exceptionally well; and by providing our students with a compelling aspiration-raising ethos we seek to transform the future of students in a highly deprived community.

Behaviour at Soane is exemplary enabling you to deliver exceptional lessons. Students are entirely bought-in to the values and ethos of the school and know that they are fortunate to attend a school where the quality of education is exceptional and where love, warmth, respect and the highest standards permeate every interaction. Students are a pleasure to teach and you can always expect a “thank you miss” when students leave your classroom.

Leaders at Soane prevent unnecessary demands on staff time – meetings, marking and administrative tasks are minimised to ensure staff can be highly effective. The curriculum and resourcing ensure that staff rarely plan alone: staff time is used where it is most valuable: working as a team to implement the curriculum for the students in our classrooms.

We are a community of professionals learning together who believe we can all become exemplary staff. We have a truly open-door culture where frequent low-stakes feedback is the norm. We value the input of all of our staff and collaborate to ensure the academy continues to improve as it expands. We frequently host teams of domestic and international educators who come to learn from us and help us shape our provision.

Ark Soane Academy is part of Ark, one of the UK’s most successful school groups, with a network of 39 schools in 4 locations across the country.

As a proud member of the network, we offer:

- Twice as many training days as standard
- Weekly staff training designed to meet the needs of the school
- Coaching for every teacher
- Protected co-planning time
- Access to high-quality, regular professional development
- Opportunities to collaborate with colleagues across the network.

The role:

We are recruiting an exceptional team of staff to support the next stage of development of a genuinely transformational school. We are looking for candidates who are able to demonstrate the highest expectations of student effort and conduct and are able to do so with kindness and warmth.

As an HLTA, you will undertake the duties of a teaching assistant as well as providing specialist support to groups or individual pupils in their learning. You will be supporting teachers in establishing a supportive and nurturing learning environment in which children make good academic progress and you will be instrumental in our mission to provide every student, regardless of their background, a great education and real choices in life

The successful candidate will have the opportunity to grow with the school. They will be supported in their development and preparation for future roles. We will develop every staff member that joins our team, providing one-to-one support, coaching and mentoring and access to extensive network training.

You will:

- Share the Ark Soane beliefs, vision and mission and be aligned with the Ark six pillars underpinning it
- Be committed to Ark’s ethos of high expectations for every student in both academic achievement and personal development
- Manage behaviour effectively to create a positive, calm and purposeful climate for learning
- Have the drive, skills and resilient character required to help develop a new school
- Be reflective about the Academy and committed to securing its continued development
- Value and support practices driving continued progress across the network of Ark schools





Job description

Key Responsibilities

Support for pupils and teachers

- Support pupil 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
- Work with the SENCO and other teachers to assess the needs of individual children, contribute to and implement and evaluate Individual Education Plans
- Adapt and develop resources for EAL and SEND pupils, ensuring their safety and enabling them to access the curriculum
- Assist with follow-through for related services (speech/language/physical therapy etc.)
- Mentor students on a 1:1 and group basis, as well as planning and leading a series of booster and intervention sessions to tackle difficult topics
- Observe, record and feedback information of pupil performance
- Assist in creating materials for curriculum delivery and display boards
- Contributed to curriculum planning
- Assist with whole class teaching
- Give lessons planned by a teacher or supervise work set by a teacher
- Use strategies, in liaison with the teacher to assist in behaviour management and to support pupils in their learning objectives
- Assist pupils' achievement outside of the classroom, e.g., computer lab, library.
- Use specialist skills to meet the intellectual, physical, social and emotional needs of pupils
- Assess the needs of pupils and contribute to the development of education plans

Support for the school

- Designated Lead for the school in a specialist areas and share expertise and skills with others
- Contribute to identification and planning of out of school learning activities to consolidate and extend work carried out in class
- Supervise pupils 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 pupils under the supervision of the teacher

Other

- Actively promote the safety and welfare of our children and young people
- Ensure compliance with Ark's data protection rules and procedures
- Liaise with colleagues and external contacts at all levels of seniority with confidence, tact and diplomacy
- Work with Ark Central and other academies in the Ark network, to establish good practice throughout the network, offering support where required

This job description is not an exhaustive list and you will be expected to carry out any other reasonable tasks as directed by your line manager.

For more information about our school, please visit: www.arksoane.org. To arrange a confidential conversation with the Principal about this role, please contact Zahra Hamdaoui at (HR@arksoane.org) or phone 020 81615579.

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 which will include questions about safeguarding. 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.

Person specification



Qualification criteria

- Maths and English GCSE at grade C or above (or equiv)
- Prior experience as a teaching assistant or equivalent within the last 5 years

Knowledge, Skills and Experience

- 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 including; classroom organisation and management, supporting the planning and delivery of the curriculum, implementing behaviour and learning strategies
- Understanding of strategies for teaching and learning
- Ability to undertake a range of teaching activities with confidence, working effectively with individual pupils, groups of pupils and whole classed
- Ability to contribute to assessment and monitoring of pupil progress
- Ability to contribute to planning and preparation of lessons and teaching materials
- Good working knowledge of the national curriculum
- Good numeracy and literacy skills
- Good administrative, organisational and computer
- Competent with computers and other technology
- 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 for and a belief in the potential of every pupil
- A robust awareness of keeping children safe, noticing safeguarding and welfare concerns, and you understand how and when to take appropriate action.
- Belief that every student should have access to an excellent education regardless of background
- Professional outlook, detailed orientated and able to multi task and meet deadlines
- A team player that can work collaboratively as well as using own initiative
- Helpful, positive, patient and caring nature
- Calm and professional under pressure
- Understanding of the importance of confidentiality and discretion
- Flexible attitude towards work and demonstrates sound judgement

Other

- Right to work in the UK
- 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 its academies. In order to meet this responsibility, its academies follow a rigorous selection process to discourage and screen out unsuitable applicants.

Ark requires all employees to undertake an enhanced DBS check. You are required, before appointment, to disclose any unspent conviction, cautions, reprimands or warnings under the Rehabilitation of Offenders Act 1974 (Exceptions) Order 1975. Non-disclosure may lead to termination of employment. However, disclosure of a criminal background will not necessarily debar you from employment - this will depend upon the nature of the offence(s) and when they occurred. To read more about Ark's safer recruitment process, please [click this link](#).





Ark Soane
Academy

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