**Ark John Keats Academy**

**Primary Teaching Assistant**

**Location:** Enfield – easily accessible from central, north, and east London, as well as surrounding areas.

**Salary:** Ark Support Band 4 point 3 (Outer London) ranging from point 3-7 (£25,633 £27,245) depending on experience.

**Working pattern:** Full-time term time only

**Hours & Work Pattern:** Monday – Friday 08.20 – 15.50 Term Time Only

**Contract:** Permanent

**Start date:** Flexible for the right person.

**Closing date:** Monday 8th January 2024 at 09.00am

*We will be reviewing applications on an on-going basis and this advert may close earlier than advertised depending on the level of response.*

**Interviews**: Interviews will take place on Thursday 11th January 2024.

Interviews will be held on a rolling basis.

**Ark John Keats is an exceptional school looking to hire exceptional people.**

**About the role:**

We are looking for ambitious and committed **Teaching Assistants** to join our Primary team. This is an ideal role for those passionate about supporting young people to reach their potential and make excellent academic progress and is also a good opportunity for anyone considering entering the teaching profession long term.

Our Teaching Assistants are responsible for:

* Supporting the teaching team, by providing support within the classroom.
* Supporting pupils with learning and reaching personalised outcomes.
* Supervising pupils during breaks and ensuring that they are all safe and play well together.
* Supporting pupils to follow our high behavioural expectations.
* Working 1:1 with some pupils with additional needs, and lead on running interventions in and beyond the classroom.
* Understanding the responsibility of safeguarding pupils and reporting any concerns to the safeguarding lead

We are looking for someone who aligns with our approach to curriculum and teaching, as well as our wider values. The successful candidate will work closely with our teaching staff body and inclusion department to secure excellent outcomes for our pupils.

**You will:**

* Be vision aligned with our approach to curriculum and teaching.
* Have genuine passion and a belief in the potential of every pupil.
* Have up-to-date knowledge in the curriculum area.
* Be motivated to continually improve standards and achieve excellence.

**About our school:**

Ark John Keats was founded in 2013 with one class of reception children. We are now a fully-fledged all-through school, running from nursery to year 13, with over 1700 children. Our school is oversubscribed, with a waiting list for every year group. Our community is composed of supportive and committed families who buy into our vision and work with us to ensure their children achieve all they are capable of in the future.

We aspire for all our pupils to have the academic knowledge necessary to enable them to progress to university, for pupils to have a love of learning and curiosity about the world, and for them to be polite, well-mannered young people who take responsibility for their choices and drive their own destinies.

Ark John Keats is part of Ark Schools, a hugely successful network serving pupils from deprived communities. Our network shares a belief in our six pillars, find out about them [here](https://arkjohnkeats.org/vision-and-values).

If you would like to find out more about us, please visit [www.arkjohnkeatsorg](http://www.arkjohnkeatsorg).

**We offer:**

* Twice the number of training days as standard.
* Access to Ark Rewards scheme offering up to £1,000 a year in savings from over 3,000 major retailers.
* Interest-free loans of up to £5,000 available for season tickets or a bicycle.
* Gym discounts offering up to 40% off your local gym.

**How to get to us?**

**Travelling by rail from central London**: Our nearest overground station, Turkey Street, is a 10-minute walk from the school and stops at Seven Sisters, Stoke Newington, and Hackney Downs on the way to Liverpool Street. National Rail services are also a 10-minute walk and stop at Tottenham Hale and Hackney Downs before finishing at Liverpool Street.

**Travelling by car**: We are easily reached by car, with most of Northeast London accessible within 30 minutes. There is free on-site parking for staff.

**How to apply:**

Please find the role on [www.arkjohnkeats.org/vacancies](http://www.arkjohnkeats.org/vacancies) and submit an application. We will be reviewing applications on an on-going basis and this advert may close earlier than advertised depending on the level of response.

For further information or to arrange a discussion, contact us at recruitment@arkjohnkeatsacademy.org.

*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*](https://arkschools.sharepoint.com/%3Ab%3A/g/ArkNetCentral/hr/EcXQDSjo9UpCpgk8lDWMN0sBVG6GBUTVWVXp9c5KkW-tog?e=bfdlES)*.*

**Job Description: Primary Teaching Assistant**

**Reports to:** Phase Group Lead

**Start date: Flexible for the right candidate**
**Salary:** Ark Support Band 4 point 3 (Outer London) ranging from point 3-7 (£25,633 £27,245) depending on experience.

**The Role**

In this incredibly rewarding role, you’ll be supporting pupils, parents, and teachers, to establish a supportive learning environment in which children are able to flourish and fulfil their potential.

You will support learning through the delivery of specific learning and structured academic intervention programmes to small groups of students/pupils. You will also provide cover for classroom teachers, using lessons planned by a teacher or supervise work set by a teacher.

This is a fantastic opportunity to be instrumental in our mission to provide every student, regardless of their background, a great education, and real choices in life.

**Key responsibilities**

* To bring to the academy a passion for learning, belief in young people and a sense of dynamism and a ‘can do’ attitude
* To actively promote academic achievement, the development of good character and the opportunities available for pupils to enrich their lives through the opportunities presented by living in London
* To support individuals and groups of pupils to help them make rapid academic progress
* To deliver sessions to support the development of academic and social skills.
* To support pupils with special educational needs and English as an additional language
* To support the running of home learning support and/or other extra-curricular activities.
* To organise and run the breakfast club
* To run two enrichment activities weekly (all staff run two as part of their timetable).
* To support academy events – music and drama performances, parent/open evenings, and sports activities
* To support the supervision of pupils at break, lunch and after school

**Other**

Undertake other various responsibilities as directed by the Primary Headteacher, Vice Principal or Inclusion Lead.

**Learning Support**

* To support primary pupils’ Additional needs in the areas of communication and interaction, cognition and learning, social, emotional, and mental health and sensory and/or physical needs.
* To support primary pupils with SEND needs through liaison with pupils, staff, parents, and external professionals.
* To support the Inclusion Lead with writing and acting upon documentation regarding Education, Health and Care plans.
* To support the development of secondary pupils by tracking, recording and evaluating data pertaining to pupil progress.
* To provide one-to-one and small group teaching across the four broad areas of need, including speech and language, reading, writing, maths, English as an additional language and social-emotional development.

**Support for the school**

* 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 network data protection rules and procedures.
* Liaise with colleagues and external contacts at all levels 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.

**Person Specification: Primary Teaching Assistant**

**Qualification Criteria**

* Maths and English GCSE or equivalent at level 4 or above (or equivalent)

**Experience & Knowledge**

* Proven commitment to continued professional development and a readiness to reflect and self-evaluate to change, improve, and develop.
* Experience of building appropriate and effective relationships with young people.
* Good literacy and numeracy skills.
* Good interpersonal and listening skills; a high degree of emotional intelligence; and an effective oral and written communicator with children, staff, and parents.
* The ability to develop positive relationships with all young people.
* Well-developed planning & organising skills including time management, prioritisation, delegation, and administration.
* Sound judgement and problem-solving skills.
* Understanding of the importance of confidentiality and discretion
* Able to deal with minor incidents, first aid, and pupil’s personal health and hygiene with appropriate training.
* Competent user of ICT.
* Ability to lead sessions for pupils after receiving training.
* Able to speak another language, play a musical instrument or coach a sport (desirable).
* Experience planning and delivering sessions for pupils (desirable).
* Experience of having worked successfully in at least one school in an urban, multi-cultural setting, teaching pupils from backgrounds of socio-economic disadvantage (desirable)

**Behaviour**

* 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, detail 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.

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