



*Opportunity to join an 'Outstanding' all-through academy  
specialising in mathematics and citizenship.*

# **Graduate Teaching Assistant Candidate Information Pack**

October 2024

Dear Candidate

Thank you for taking the time to find out more about Ark Academy in Wembley Park and the possibility of working here. Included in this pack is information about the academy, ARK schools (who sponsor the academy) and the role of Learning Support Assistant.

This is a unique opportunity to join a community of staff striving to maintain and continuing to create an outstanding comprehensive school. We are looking to recruit a skilled and committed Graduate Learning Support Assistant to work within the Learning Support team and across English and other KS3 subjects.

Ark Academy is an all through school that offers excellent learning from nursery through to higher education. In an all through school, school parents can expect their son/daughter to transfer seamlessly from primary to secondary school. We now have three years of Ark primary students who have transferred to secondary. We are one and share the same values and expectations. Our aim is to ensure that all our pupils develop as high achieving, confident, articulate young people whose education fully equips them to go on to university or the career of their choice and this starts from an early age.

To apply, follow the link at <https://arkacademy.org/vacancies> by **8:00am on Monday 4 November 2024**. For an informal, conversation about the role, please contact Makayla Carty, SENCo on 020 8385 4370 or by email [m.carty@arkacademy.org](mailto:m.carty@arkacademy.org)

We wish you the best with your application.

**Delia Smith OBE**  
**Principal**



## Ark Academy

### The Principal

Delia Smith is the founding principal of Ark Academy. Previously she was the headteacher of St Angela's Ursuline School in Forest Gate for 14 years. She has also been a schools' inspector and was awarded an OBE for services to education.

### About Ark Academy

We are a non-selective school specialising in **mathematics** and **citizenship** that serves children of all abilities. Our commitment is to know every pupil as an individual, and to foster the principles of team spirit, responsibility and care for others. Our pupils enjoy both a nurturing environment and the social benefits of a small school and the range and resources of a large, well equipped academy.

### Facilities

Our buildings were designed by award winning architects Studio E (who created the successful design for City of London Academy in Southwark) and are organised to support calm and ordered learning. Pupils have access to specialist indoor and outdoor sports facilities, excellent science and ICT facilities, music, Design and Technology, art and drama studios and a 150 sqm, well-stocked and up-to-date library as well as inviting and well-equipped classrooms



### About ARK Schools

ARK Schools is an education charity set up in 2004 to create a network of high achieving, non-selective, inner city schools where all pupils, regardless of their background or prior attainment, achieve highly enough by age 18 to have real choices: to go on to university or the career of their choice. ARK Schools has no faith affiliations.

All the ARK schools are situated in areas of high deprivation or educational need and our pupil profile reflects this: over half of our pupils are eligible for free school meals compared to 18% nationally.

The ARK network operates 38 schools in the UK across London, Portsmouth, Birmingham and Hastings. Each of our schools has its own distinctive character, reflecting its local community.

## About the English Department at Ark Academy

As a department we believe teamwork and collaboration underpins our practice. We believe we are strongest when we work together and so we prioritise collaboration, sharing best practise and positivity to ensure that we always achieve our best. As a department we are passionate about developing students who are curious about language and life and believe that we must empower our learners to love to read. We believe that diversity and representation in our curriculum is pivotal and that without striving towards this we are denying our students access to the best that literature and language have to offer. Fundamentally, we know that with the correct support all students can write and speak confidently, fluently and engagingly in any situation that arises and therefore fully participate in the world around them.

### Curriculum and Specifications

**KS3:** Our KS3 curriculum covers a range of Language and Literature, ensuring students gain exposure to the full depth and breadth of texts available. We alternate between Literature and Language foci for a half term and cover the following areas each academic year: Creative Writing; Non-Fiction Writing; Drama; Prose (both novels and short stories); Poetry.

We also have a dedicated reading hour in Year 7 where they are taught crucial reading skills and underpin success in the years ahead. Some of the texts and topics we engage with more closely are: Writing on the climate crisis; *'Things Fall Apart'* by Chinua Achebe; Dystopian Creative Writing; Comparative poetry exploring cultural identity; A range of Shakespeare plays including *'Romeo and Juliet'* and *'A Midsummer's Night Dream'*.

**KS4:** All students complete the GCSE in Literature and in Language with AQA and focus on the following texts: *Macbeth*; *Love and Relationships Poetry*; *An Inspector Calls*; *Dr Jekyll and Mr Hyde*

**KS5:** Students have the opportunity to study A-Level Literature at KS5 with Edexcel. The A-level is divided into 4 sections focusing on: Drama – *Othello* and *A Streetcar Named Desire*; Prose – *Frankenstein* and *A Handmaid's Tale*; Poetry – Collection of Romantic and Post-2000 Poetry; The NEA – An independent piece of coursework



## Job Description: Graduate Teaching Assistant

<b>Contract:</b>	<b>Fixed Term Contract until 31 August 2025</b>
<b>Working Pattern:</b>	<b>Full time 36 hours per week, 39 weeks per annum</b>
<b>Salary:</b>	<b>Scale 5 pt 5 Actual Salary £23,815 per annum</b>

### The Role

Young people need your support now more than ever, and as an Ark Graduate Teaching Assistant you'll be a pillar of strength to not only the students, but to the school and community after what has been a turbulent and uncertain time.

In this incredibly rewarding role you'll be supporting pupils/students, parents, and teachers, to establish a supportive learning environment in which children are able to flourish, get back on track 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

#### Learning Support

- Support pupil learning through the delivery of specific learning and academic programmes, setting high expectations whilst encouraging their independence and building their confidence
- Assist with whole class teaching, under the direction of a qualified teacher
- Use strategies, in liaison with the teacher to assist in behaviour management and to support pupils in their learning objectives
- Promote inclusion, encouraging pupils to interact and work collaboratively
- Mentor students on a 1:1 and group basis, as well as planning and leading a series of booster and intervention sessions
- Observe, record and feedback information on pupil performance
- Assist in creating materials for curriculum delivery and display boards
- Assist pupils' achievement outside of the classroom, e.g. computer lab, library

#### 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.

*This post is covered by Part 7 of the Immigration Act (2016) and therefore the ability to speak fluent English is an essential requirement for the role.*

*Ark is committed to safeguarding children; successful candidates will be subject to an enhanced Disclosure and Barring Service check.*

## Person Specification: Graduate Teaching Assistant

### Qualifications

- Maths and English GCSE or equivalent at level 4 or above (or equivalent)
- 3 A Level's at grade C or above (or equivalent)\*
- Undergraduate Degree.

\*In secondary schools an English or Maths related degree or A level English or Maths is required

### Knowledge, Skills and Experience

- 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).

## Behaviours

- 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

*This post is covered by Part 7 of the Immigration Act (2016) and therefore the ability to speak fluent English is an essential requirement for the role.*

*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.*

## ARK Safe Recruitment Procedure

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.

**Disclosures** This post is classified as having substantial access to children, and appointment is subject to an enhanced police check of previous criminal convictions (DBS). 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.

**Reference Checking** References from the previous and current employer will be taken up for shortlisted candidates, and where necessary employers may be contacted to gather further information

**Probation** All new staff (with the exception of ECTs) will be subject to a probation period of six months (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 the 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.

## WHERE TO FIND US



**Wembley Park (Jubilee/Metropolitan Line)**



**Chiltern Railways**



**Buses: 206, 245, 297, 83, 182**

**By Car: A479**

Postcode for satnav: HA9 9JP

A406 North Circular Road (15 minutes away)

**Ark Academy** Bridge Road London HA9 9JP

Tel: +44 (0)20 8385 4370

Email: [admin@arkacademy.org](mailto:admin@arkacademy.org)

Website: [www.arkacademy.org](http://www.arkacademy.org)

