**Primary Teaching Assistant**

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

We are looking for ambitious and committed **Teaching Assistants** to join our primary team. In this role they will be responsible for:

* Supporting the class teacher to deliver great teaching
* Supporting pupils in learning
* Collaborating with the class teacher to plan for lessons
* Occasionally, leading whole-class teaching
* Supervising pupils during breaks and ensuring that they are all safe and cared for
* Supporting pupil to follow our behavioural expectations
* Working 1:1 with some pupils with additional needs, if necessary
* Understanding the responsibility of safeguarding pupils and reporting any concerns to the safeguarding lead

In recruiting for a Teaching Assistant, we are seeking the following from applicants:

* Good GCSEs and A Levels or the equivalent
* Understanding of and alignment to our six pillars
* High standards of professionalism
* Courteousness
* Showing initiative and the ability to be part of a team

Our approach to pupils reaching their full potential with endless possibilities is deeply embedded into our school’s ethos: every pupil will have the opportunity to achieve their goals, and this will enable them to attend any university, or pursue the career of their choice. For this to happen all staff are responsible for teaching, motivating, and supporting every pupil, regardless of their ability.

Amongst other monitoring and moderation methods, we use a data-driven approach whereby pupils are supported on a universal and/or more bespoke level by teachers and teaching assistants. We also ensure that some pupils are supported by external professionals’ advice and suggestions where appropriate. Our teachers, as well as teaching assistants, all have an important role and responsibility in delivering high quality teaching and support, raising standards and expectations for all pupils in the school. As part of continuous professional development, all our teaching assistants receive appropriate training and guidance to enable them to develop confidence, skills, and knowledge to maintain the responsibility covering teacher non-contact time (PPA).

We aspire for all our children to have the academic knowledge necessary to enable them to progress to university, for pupils to have a love of learning and a 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:

**High expectations:** we have high expectations of ourselves and for what our children can achieve

**Excellent teaching:** great teaching is what transforms children’s attainment and opens doors for the future.

**Exemplary behaviour:** children can and should be taught to behave well, following instructions first time, every time, without question.

**Depth for breadth:** with a curriculum that encompasses the best of what has been thought and said ensuring our pupils have the knowledge and cultural capital to thrive in the classroom and beyond.

**Knowing every child:** we get to know and care deeply about each of our pupils as individuals.

**Always learning** we expect pupils to always learn, but also for our staff to continually develop their professional expertise, supported by Ark’s broad professional development offer.

At Ark John Keats, we believe in **rigour** – our curriculum is full of challenge, and we know that our children are intellectually resilient and capable of learning lots in every subject no matter what their starting point.

We believe in **exemplary behaviour** – we have sky high standards and support all children to reach these, by focusing on developing pupils’ self-regulation, explicitly teaching pupils how to behave, and by working closely with families.

We believe in **the limitless potential of all children** – if children work hard, there are no limits to what they can achieve.

Joining Ark John Keats means being part of a kind and supportive team, who are always working hard to be even better. As a school, we make more time for professional development: 14 days of training across the year, dedicated CPD every Wednesday afternoon and regular individual coaching. As part of the Ark network, we also have access to training programmes to develop staff at all levels.

To apply please click [here](https://arkcareers.engageats.co.uk/Vacancies/W/4138/0/318236/19521/primary-teaching-assistant?utm_source=external&utm_term=london-primary-ark-john-keats-academy-education-support-permanent-full-time&utm_content=primary-teaching-assistant&utm_campaign=default-campaign&utm_medium=AtsViewLink) and submit your application by **8am on Tuesday 23rd November 2021.** In advance of applying please do explore our website and see our relevant phase briefings. For further information, technical queries regarding the application system or to arrange to discuss the role please contact us at recruitment@arkjohnkeatsacademy.org or call us on 020 8443 311

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**Closing date:** 8am Tuesday 23rd November 2021. Please note that interviews will be held on a rolling basis, and we reserve the right to close the application process early. Early application is advised.

**Start Date:** ASAP

**Salary:** Ark Support Band 4, point 3 (Outer London) ranging from point 3 – 7: £21,408 - £22,992

**Working Hours:** 8am – 5pm (40 hours per week), 39 weeks per year

*We value diversity and are committed to safeguarding and promoting child welfare. The successful candidate will be subject to DBS and any other relevant employment check.*

**Job Description: Teaching Assistant**

**Reports to:** Primary Vice Principal

**Start date:** ASAP

**Salary:** Ark Support Band 4, point 3 (Outer London) ranging from point 3 – 7: £21,408 - £22,992
**Working Hours:** 8am – 5pm (40 hours per week), 39 weeks per year

**The Role**

To support pupils, parents, teachers, and the school to establish a supportive and nurturing learning environment in which children make rapid academic progress and form habits of excellence.

**Key responsibilities**

* To support individuals and groups of pupils to help them make rapid academic progress
* To support teachers, parents, and other colleagues to help create an effective and purposeful learning environment
* To supervise and safeguard pupils at all times

**Outcomes and activities**

**Learning Support**

* Promote inclusion and acceptance of all pupils in the school, including those with physical, learning and behaviour difficulties
* Work with teachers to assess the needs of individual children
* Plan and facilitate group/class teaching
* Plan and undertake direction for one to one or group teaching and intervention
* Observe, record and feedback information of pupil performance (including home learning)
* Assist in creating materials for curriculum delivery and display boards
* Assist with whole class teaching
* Assist with behaviour management within and outside the classroom
* Assist pupils' achievement outside of the classroom, e.g. in the library

**Other support**

* Supervise pupils in playgrounds, lunchrooms, corridors etc.
* Assist with follow-through for related services, e.g., speech/language therapy, occupational therapy, physical therapy
* Maintain pupil and family confidentiality at all times
* Attend regular meetings and training, as required
* Maintain stock supplies and distribute as required
* Run an extra-curricular activity and participate in school trips and visits.

**Other**

* Undertake other various responsibilities as directed by the Senior Leadership Team

**Person Specification: Teaching Assistant**

**Qualification Criteria**

* Maths and English GCSE or equivalent at grade C or above
* Right to work in UK
* Applicants with good A Levels or their equivalent and a degree will be prioritised for shortlisting

**Behaviours**

**Personal characteristics**

* Genuine passion and a belief in the potential of every pupil
* Helpful, positive, calm and caring nature
* Able to establish good working relationships with all other staff
* Able to follow instructions accurately but make good judgments and lead when required

**Specific skills**

* Good communication skills, including written and oral
* Good numeracy and literacy skills
* Competent with computers and other technology
* Good administrative and organisational skills
* Able to lead intervention sessions for pupils after receiving comprehensive training
* Able to understand and implement strategies and methods to help pupils to improve their learning and enjoyment of learning
* Able to implement the necessary routines and patterns to establish and maintain excellent behaviour management within the school
* Able to deal with minor incidents, first aid, and the personal health and hygiene of the pupils
* Understand the importance of confidentiality and discretion

**Other desirable training and skills**

* Training in the teaching of the Read Write Inc phonics programme

**Other**

* Commitment to equality of opportunity and the safeguarding and welfare of all pupils
* Willingness to undertake training
* This post is subject to an enhanced Disclosure and Barring Service

*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*](http://arkonline.org/sites/default/files/Ark_safe_recruitment.pdf)*, but can be provided in more detail if requested. All successful candidates will be subject to an enhanced Disclosure and Barring Service check.*