**Teaching Assistant: Secondary Phase**

**Teaching Assistant: Secondary Phase**

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

**Closing date:** 9amMonday 31st October 2022

**Start Date:** November 2022 or sooner

**Salary:** Ark Support Band 4, point 3 (Outer London) ranging from point 3 – 7: £21,783 - £23,395  
**Working Hours:** 7.35am – 5pm or 8am-5.30pm (42 hours per week), 39 weeks per year

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

*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.*

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

* Supporting pupils with learning and reaching personalised targets
* Working with teachers in lessons to ensure lessons meet the academic needs of all individuals, including those with SEND
* Delivering small group and 1:1 targeted interventions across the four broad areas of need.
* Supervising pupils during breaks and ensuring that they are all safe and cared for
* Supporting pupils to follow our high behavioural expectations
* 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
* Previous experience or desire to learn about working with vulnerable students and/or those with SEND and an understanding of the SEND Code of Practice (2015)

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, targeted or specialist level by teachers and teaching assistants. We also ensure that some pupils are supported by external professionals’ advice and external specialist interventions 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 and skills.

**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 secondary 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 children 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:

**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 door 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.

**Our location**

*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 North East London accessible within 30 minutes. There is free on site parking for staff.

To apply please click [here](https://arkcareers.engageats.co.uk/Vacancies/W/3934/0/301062/19521/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 **9am Monday 31st October 2022.** 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](mailto:recruitment@arkjohnkeatsacademy.org) or call us on 020 8443 311

*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*.

**Job Description: Teaching Assistant- Secondary Phase**

**Reports to:** Head of Inclusion Academy SENCO

**Start Date:** November 2022 or sooner

**Salary:** Ark Support Band 4, point 3 (Outer London) ranging from point 3 – 7: £21,783 - £23,395  
**Working Hours:** 7.35am – 5pm or 8am-5.30pm (42 hours per week), 39 weeks per year

**The Role**

To meet all needs of secondary students in the four broad areas of need: Communication and interaction, cognition and learning, SEMH, sensory and/or physical needs.

To support secondary pupils with SEND needs within and beyond the classroom through liaison with pupils, staff, parents, and external professionals.

To support the Academy SENCO by contributing to the annual review process of statutory provision for students with Education and Health and Care plans

To support the development of secondary pupils by tracking, recording and evaluating data pertaining to pupil progress using internal systems, such as Provision Map.

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 and mental health difficulties, and supporting students with medical conditions.

**Key Responsibilities**

* To bring to the academy a passion for learning, belief in young people and a sense of dynamism, flexibility and a ‘can do’ attitude
* To actively promote academic achievement, the development of good character and the opportunities available for young people 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 evidence based interventions to support the development of academic and social skills, sensory and emotional regulation.
* To support pupils with special educational needs and English as an additional language to access the curriculum in class.
* To support the running of home learning support and/or other extra-curricular activities.
* 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 Principal, Vice Principal or Academy SENCO.

**Person Specification: Teaching Assistant- Secondary Phase**

**Qualification Criteria**

* At least two Bs at A Level
* Qualified to work in the UK

**Behaviours**

* Effective team worker
* High professional expectations for accountability and consistency
* Vision aligned with Ark’s high aspirations, high expectations of self and others
* Genuine passion and a belief in the potential of every pupil
* Motivation to continually improve standards and achieve excellence
* Effective listening skills that lead to a strong understanding of others
* Commitment to the safeguarding and welfare of all pupils
* Good communication, planning, and organisational skills
* Demonstrates resilience, motivation, and commitment to driving up standards of achievement
* Acts as a role model to staff and pupils
* Commitment to regular and on-going professional development and training to establish outstanding classroom practice

**Other**

* Commitment to equality of opportunity and the safeguarding and welfare of all pupils
* Willingness to undertake training

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