**Primary Teaching Assistant**

**Ark John Keats Academy**

**An exciting opportunity to join a pioneering school in north London.**

Ark John Keats Academy aims to provide pupils from nursery to Sixth Form with a highly effective and enjoyable education. Our approach is underpinned by our six pillars:

**A Mastery Curriculum**

**High Quality Teaching**

**Strong Discipline**

**Character Development**

**Raising Aspirations & Enrichment**

**Developing Education Leaders**

This is an exciting stage in the academy’s development as we continue to grow towards full capacity. We currently have pupils from nursery to Year 5 and Years 7 to 11.

The academy staff, pupils and parents are incredibly aligned, committed and passionate about our school. We have been graded as outstanding in all areas by Ofsted and pupils make rapid progress in our calm, purposeful and happy environment.

We are looking for outstanding Teaching Assistants to join our primary team. In this role you will be responsible for supporting the class teacher to deliver engaging, challenging and exciting teaching and learning, thereby helping pupils to achieve the best academic results they can. It is a post that will require intelligence, vision, commitment and the consistent role modelling of best practice for staff and pupils.

There is a possibility of placement in Key Stage 1 or Key Stage 2 dependent on your preference and experience.

Our belief at the academy is that every child has the capacity to be a knowledgeable, literate, numerate, articulate, confident and compassionate individual. Our purpose is to imbue pupils’ minds with a breadth and depth of knowledge that enables them to develop cultural literacy and a true sense of self-worth. This knowledge-based approach is underpinned by the expectation that all pupils are educated to the standard necessary to gain entry to the best universities.

As the school grows, we want our new staff to have a powerful role in establishing and embedding policies, systems and procedures that will enable our pupils to make excellent academic progress and develop habits of excellence. We also want our staff to be instrumental in creating a very strong culture where learning is greatly valued by all, respect and compassion are the norm and behaviour is exemplary.

This post is a wonderful opportunity to be a member of a school that will break the mould by providing pupils from relatively disadvantaged backgrounds with a type and standard of education previously the preserve of the best fee-paying schools.

We will expect you to work hard; show commitment at all times to our vision; lead by example and achieve our aims. In return you will work with a team that will provide vision and direction and great practical and moral support. You will work in an environment where your opinions are sought and welcomed and a culture in which staff feel appreciated and excited by the journey ahead of us.

Opportunities like this are few and far between in education and we would very much like to hear from you if you share our vision, values and enthusiasm. We are very happy to talk about the post informally if you require more information.

To apply please click [here](https://arkcareers.engageats.co.uk/ViewVacancyV2.aspx?enc=mEgrBL4XQK0+ld8aNkwYmGhSjikymwPb7/OB+rKAk4ZKCYG2CDR11Zt4ARPQCvUUjiyi2bIszmL8NWH/6icp91fjZ+3+TymtiEscQnL6XAz0YNJGCqyEL47vSWuwvVME6bz3eZ3POx009vf+KGghZA==&eoq=1&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). Please submit your application by **1pm on Monday 1st July 2019.** For further information, a confidential discussion please contact Amy Baird on a.baird@arkjohnkeatsacademy.org or for any technical queries please contact Hannah Elphick at h.elphick@arkjohnkeatsacademy.org.

**Start Date:** September 1st 2019

**Closing date:** 1pm on Monday 1st July 2019

**Salary:** Ark Support Band 4 (Outer London): £19,896 - £20,667 pro rata

**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:** September 2019

**Salary:** Ark Support Band 4 (Outer London): £19, 896 - £20,667.00 pro rata

**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 take responsibility for teaching the whole class during teacher release time.

**Outcomes and activities**

**Learning Support**

* Plan and facilitate group and whole 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 behaviour management within and outside the classroom.
* Assist pupils' achievement outside of the classroom, e.g. on trips, in the library.
* 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

**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 Head of Primary

**Person Specification: Teaching Assistant**

**Qualification Criteria**

* Maths and English GCSE or equivalent at grade C or above
* Right to work in UK

**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 particular 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
* Experience of working in Year 6

**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