**Ark John Keats Academy Primary Teaching Assistant**

**Reports to:** Primary Phase Leader

**Start date**: September/October 2023

**Salary: Band 4,** Point 3 (Ranging from Point 3- 7), pro rata £19,738.35, which is based on the full time equivalent of £23,708.

**Working Pattern**: Term Time only- 08.20am-15.50pm (Monday-Friday)- 35 hours a week

**Closing date:** 09.00am25th September 2023 [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 an ambitious and committed **teaching assistant**to join our primary team. In this role you will be responsible for supporting the class teacher to deliver great teaching, occasionally covering classroom lessons, and providing effective intervention and support to our pupils.

As an Ark school, we offer:

* Well-behaved, happy children eager to learn and contribute to the school's direction
* A commitment to centralised resourcing and planning to support with work-life balance
* weekly professional development for all staff.
* **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**
* A **no-email policy after 6pm** or at weekends and a **commitment** to centralised resourcing and planning to safeguard work/life balance for our team.
* A **free gratitude breakfast** for all staff on Fridays to share our appreciation for each other.

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 1800 children. Our secondary and primary phases are 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:** Every adult who works at AJK believes in the limitless potential of all children.

**Excellent teaching:** Subject specialists plan lessons which make pupils work hard and think deeply about the subject, fostering their curiosity and love of learning.

**Exemplary behaviour:** The AJK community is one of politeness, gratitude and service, where pupils take responsibility for their choices and want to behave impeccably.

**Depth for breadth:** An academic curriculum, rich in powerful knowledge, opens up opportunities for our children for the rest of their lives.

**Knowing every child:** A culture of respect and kindness, combined with proactive work with families, leads to positive relationships which unlock learning capabilities.

**Always learning:** Our culture of continuous improvement is supported by a research-driven programme of development and a spirit of collaboration.

**Job Description: Primary Teaching Assistant**

**Reports to:** Primary Phase Leader

**Start date**: September/ October 2023

**Salary:** Band 4, Point 3 pro rata £19,738.35, which is based on the full time equivalent of £23,708.

**Closing date:** 09.00am 25th September 2023 [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.]

**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 individual children with an EHCP as a 1:1 on an ongoing basis.
* To support teachers, parents and other colleagues to help create an effective and purposeful learning environment.

**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 teaching
* Plan and undertake direction for one to one teaching and intervention
* Observe, record and feedback information of pupil performance
* 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, etc.
* Undertake first aid training and be a named first aider if required
* Undertake intimate care, such as a changing children, if required
* Assist with follow-through for related services, e.g., speech/language therapy, occupational therapy, physical therapy
* Maintain pupil and family confidentiality
* Attend regular meetings and training, as required
* Maintain stock supplies and distribute as required
* Run an extra-curricular activity and participate in trips and visits.

**Other**

* Undertake other various responsibilities as directed by the Head of Primary and Assistant Headteacher.

**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 help 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 Read Write Inc. phonics.

**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.