**Teaching Assistant- Secondary Phase**

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

We are a genuinely all-through school, from Nursery to Sixth Form, providing an exciting and innovative education for the local community. We opened our doors to our first two Reception classes in September 2013 and our first cohort of year 7 pupils joined us in September 2014.  Our Sixth Form opened in September 2019 and the academy will reach full capacity in 2020 with just under two thousand pupils. Ark John Keats was graded Outstanding in all areas by Ofsted in April 2015. Our first set of GCSE results reflect the exceptional progress made by our pupils.

Ark John Keats is a proud member of the successful Ark network of schools but is also very much a unique school in its own right. Our curriculum is academic, is planned on the basis of preparing pupils for the best universities and emphasises mastery of knowledge and skills. Our teaching staff are experts in their subject areas and all staff at the academy share a commitment to the highest expectations. We have created an academy that is renowned for its calm, orderly and purposeful environment and where pupils behave maturely and respectfully. We have developed a Character programme to so pupils can engage in the school, community and the global world with courage, tenacity, altruism and reflectiveness. We ensure pupils develop wider interests and passions and our pupils have access to over 70 enrichment activities, ranging from chess and coding to football and political art. We support pupils in raising their aspirations by helping them understand the structure, importance and value of school. We inspire their thinking about their futures through university and workplace visits and through our Digest speaker programme, where visitors speak to pupils about their career choices and educational experiences. We are also committed to developing our staff and we ensure they master all aspects of their work and are brilliantly prepared for the next stage of their careers. The academy has first class facilities having undergone an £18 million rebuilding and refurbishment programme that was completed in December 2015.

Our approach to pupils with additional and special educational needs is deeply embedded into the school ethos- every staff member is responsible for supporting every pupil. We use a data driven graduated response model whereby pupils are supported on a universal level by class teachers; a supported level by TAs; and a specialist level by external professionals where appropriate. Our inclusion team is a strong department which delivers high level individual interventions to pupils outside the classroom in order to close the gap across a range of areas such as reading, numeracy, social/emotional literacy and memory. Our inclusion staff are regarded as teachers; have an important role in raising standards and expectations for the most vulnerable pupils in the school and take part in the same levels of training as teaching staff.

We are looking for an enthusiastic and committed teaching assistant to join our team to help us realise the potential we see in the young people we work with. Our staff are ambitious for our pupils, incredibly aligned and highly motivated. 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. Outside of lessons our team provides pupils with the valuable opportunities for enrichment, as well as participation in many cross-curricular days.

To apply please click [here](https://arkcareers.engageats.co.uk/Vacancies/W/1724/0/267968/19521/teaching-assistant-secondary-phase?utm_source=external&utm_term=london-secondary-ark-john-keats-academy-education-support-permanent-full-time&utm_content=teaching-assistant-secondary-phase&utm_campaign=default-campaign&utm_medium=AtsViewLink) to submit your application by **9am on Friday 30th July 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](mailto:recruitment@arkjohnkeatsacademy.org) or call us on 020 8443 3113

Flexible and part time working will be considered

**Closing date:** 9amFriday 30th July 2021

**Start Date:** September 2021

**Salary:** Ark Support Band 4, point 3 (Outer London) ranging from point 3 – 7: £21,408 - £22,992  
**Working Hours:** 7.35am – 5pm or 8am-5.30pm (42 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 checks.*

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

**Reports to:** Head of Inclusion

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**The Role**

To support secondary pupils with literacy, numeracy or social/emotional needs.

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

To support the Head of Inclusion with writing and acting upon documentation regarding Education, Health and Care plans.

To support the development of secondary pupils by tracking, recording and evaluating data pertaining to pupil progress.

To provide one-to-one and small group teaching across a range of areas including: reading, writing, maths, English language development and emotional development.

**Key Responsibilities**

* To bring to the academy a passion for learning, belief in young people and a sense of dynamism 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 sessions to support the development of grammar and reading or mathematics
* To support pupils with special educational needs and English as an additional language
* To support the running of the homework club and/or other extra-curricular activities.
* To organise and run the breakfast club
* 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 Head of Inclusion

**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 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
* This post is subject to an enhanced Disclosure & Barring Service check