



## **Ark St Alban's Academy** **Teaching Assistant (Fixed Term)**



Ark St Alban's Academy is seeking a skilled and determined candidate to join its special educational needs and disabilities (SEN/D) team.

The academy is rapidly expanding its pastoral care provision, including the support it provides to pupils with SEN/D. Led by the academy SENDCO, the successful candidate will work directly with pupils both in and outside of the classroom. They will take responsibility for supporting pupils in their learning of the curriculum, leading targeted interventions and coordinating between teachers, parents the wider pastoral team.

The successful candidate will demonstrate a passion for raising the achievement of vulnerable pupils. They will also demonstrate the ability to learn specialist skills and to quickly become an expert in specific aspects of SEN/D provision. The successful candidate will have the opportunity to work directly with the SENDCO, speech and language therapist and external agencies. They will lead the work of the academy in supporting specific pupils or in meeting specific special education needs. The right candidate will demonstrate the capability to specialise and to increase their impact on pupil progress over time.

**A wide-ranging and ambitious job description which will allow the right candidate to grow and to thrive while also having an immediate impact on the lives of the young people that we serve.**

Working with SEN/D pupils is vital work and, when done well, is quite often life changing for the young people involved. The successful candidate will need to have experience of communicating effectively with a wide-range of stakeholders. They will need to be persistent, determined and compassionate. Most of all, they must demonstrate the highest of expectations for what young people with SEN/D can achieve.

**We believe that all pupils can, and will succeed, at school and at university, and this role is pivotal in our work to provide all pupils with the safety and support they need to be able to flourish.**

As a Church of England School, we believe that climbing the mountain to university is the best way to challenge all of our pupils to fulfil their God-given talents. We recognise our role in addressing inequality by ensuring that pupils drawn from a low-income community have the opportunity to attain an excellent education. This role will provide successful candidates with the opportunity to have a significant impact on the work we do to fulfil our mission.

Please submit your application online by visiting <http://arkstalbans.org/vacancies>. The deadline for applications is **Thursday 09 December 2021 at 10.00am**.

Our [website](#) can provide more information about Ark St Alban's Academy.

<b>Start date:</b>	Fixed term. January 2022 (or earlier by agreement) until July 2022
<b>Location:</b>	Conybere Street, Birmingham B12 0YH
<b>Reports to:</b>	SENDCO
<b>Working Pattern:</b>	40 hours per week 08:00-16:30 Monday-Friday (including 30 minute lunch break)
<b>Salary:</b>	Scale 5 on the Ark Support Staff Salary Scale. Actual salary £18,376 – £21,108



## **Job Description: Teaching Assistant**

### **The Role**

To provide outstanding in-class support and targeted intervention for pupils with SEN/D and ensure they make rapid progress in their learning.

### **Key Responsibilities**

#### **Learning Support**

- Support pupil learning through the delivery of specific learning programmes, including both supporting within lessons and also planning and delivering small group lessons.
- Set high expectations whilst encouraging pupil independence and building their confidence
- Promote inclusion, encouraging pupils to interact and work collaboratively
- Work with the SENDCO and other teachers to assess the needs of individual children, contribute to and implement Individual Education Plans
- Take responsibility for a case-load of individual pupils, including contributing to Individual Education Plans
- Adapt and develop resources for EAL and SEND pupils, ensuring their safety and enabling them to access the curriculum
- Assist with follow-through for related services (speech/language/physical therapy etc.)
- Mentor students on a 1:1 and group basis, as well as planning and leading a series of booster and intervention sessions to tackle difficult topics
- Observe, record and feedback information of pupil performance
- Assist in creating materials for curriculum delivery and display boards
- Use strategies, in liaison with the teacher to assist in behaviour management and to support pupils in their learning objectives
- Assist pupils' achievement outside of the classroom, e.g. computer lab, library

#### **Support for the school**

- Supervise pupils in playgrounds, lunch rooms etc and assist with general pastoral care
- Accompany teachers and pupils on trips and out of school activities as required within contract hours, taking responsibility for pupils under the supervision of the teacher
- Assist in the follow-up to homework completion, including running homework club(s) for small groups of pupils
- Assist with general administrative tasks required to ensure pupil progress, such as tracking work completion.

#### **Other**

- Actively promote the safety and welfare of our children and young people
- Ensure compliance with Ark's data protection rules and procedures
- Liaise with colleagues and external contacts at all levels of seniority with confidence, tact and diplomacy
- Work with Ark Central and other academies in the Ark network, to establish good practice throughout the network, offering support where required

This job description is not an exhaustive list and you will be expected to carry out any other reasonable tasks as directed by your line manager.

# Person Specification: Teaching Assistant

## Qualifications

- Maths and English GCSE or equivalent at grade C or above (or equivalent)
- Certified teach assistant course or training or willingness to undertake this

## Knowledge, Skills and Experience

- Experience establishing successful learning relationships with students is desirable
- Good working knowledge of the national curriculum
- Good numeracy and literacy skills
- Good administrative, organisational and computer skills
- Competent with computers and other technology
- Excellent communication and interpersonal skills with children and adults
- Able to deal with minor incidents, first aid, and pupil's personal health and hygiene

## Behaviours

- Genuine passion for and a belief in the potential of every pupil
- A robust awareness of keeping children safe, noticing safeguarding and welfare concerns, and you understand how and when to take appropriate action.
- Belief that every student should have access to an excellent education
- Professional outlook, detailed orientated and able to multi task and meet deadlines
- A team player that can work collaboratively as well as using own initiative
- Helpful, positive, patient and caring nature
- Calm and professional under pressure
- Understanding of the importance of confidentiality and discretion
- Flexible attitude towards work and demonstrates sound judgement

## Other

- Right to work in the UK
- Commitment to equality of opportunity and the safeguarding and welfare of all students
- Willingness to undertake training
- This post is subject to an enhanced DBS check

*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](#), but can be provided in more detail if requested. All successful candidates will be subject to an enhanced Disclosure and Barring Service check.*



## Being part of the Ark network

Ark is an international charity, transforming lives through education. We exist to make sure that every child, regardless of background, has access to a great education and real choices in life. We know that great schools need great teachers, which is why we offer you the very best training and support at every stage of your career - from starting out as a trainee to running your own school.

Our highly-successful network of 37 schools educates over 20,000 students across Birmingham, Hastings, London and Portsmouth. They are achieving some of the best results in the country despite being largely in areas of historic academic underachievement.

Ark schools prioritise six key principles: high expectations; excellent teaching; exemplary behaviour; depth before breadth; more time for learning; knowing every child.

Ark invests significantly in a number of professional development programmes which complement academy level training:

- The Ark training menu: we have developed a bespoke training menu, which is accessible by all staff in the network offering a wide range of training modules to staff in all roles
- Network support: schools share CPD, allowing us to share best practice and role specific training across the network, facilitated by in-school and central staff
- Ark staff receive 10 training days each year rather than five creating time to collaborate with subject specialists within each school and across the network

Ark is at the forefront of changing education society through education. You can read more about how Ark is transforming lives through education [here](#).

## Principal

Guy Rimmer graduated from the University of Warwick and became part of the very first Teach First cohort in the West Midlands. Having trained as an English teacher in Birmingham, Guy then went on to work for Teach First itself, coordinating teacher development activities for its alumni network. In 2010, he joined Ark Schools and began teaching at King Solomon Academy, an exceptionally successful start-up school in central London where he taught a number of subjects including Business, Geography and Religious Studies.



Guy held several leadership positions at King Solomon Academy, before becoming Head of Secondary in 2018. In ten years as a leader at KSA, Guy played a key role in the success of the first five cohorts to complete GCSEs and A-Levels at the school, cohorts which consistently placed in the top 1% nationally for pupil progress and from which, the majority of pupils regularly secured places at top-third universities after the completion of their sixth form studies. Guy joined Ark St Alban's Academy in September 2020 and he is determined to continue the work of building a school in central Birmingham which is a truly exceptional place to work and to study.

## **Ark Safer Recruitment Procedure**

Ark is committed to safeguarding and promoting the welfare of children and young people in its academies. In order to meet this responsibility, its academies follow a rigorous selection process to discourage and screen out unsuitable applicants.

### **Disclosure**

This post is classified as having substantial access to children, and appointment is subject to an enhanced police check of previous criminal convictions (DBS). Applicants are required, before appointment, to disclose any conviction, caution or binding over including 'spent convictions' under the Rehabilitation of Offenders Act 1974 (Exemptions) Order 1975. Non-disclosure may lead to termination of employment. However, disclosure of a criminal background will not necessarily debar individuals from employment – this will depend upon the nature of the offence(s) and when they occurred.

### **Reference checking**

References from the previous and current employer will be taken up for shortlisted candidates, and where necessary employers may be contacted to gather further information.

### **Probation**

All new staff will be subject to a probation period of six months (which may, in certain circumstances, be extended by up to 10 weeks). The probation period is a trial period, to enable the assessment of an employee's suitability for the job for which they have been employed. It provides the academy with the opportunity to monitor and review the performance of new staff in relation to various areas, but also in terms of their commitment to safeguarding and relationships with pupils.

