

## SEND Teaching Assistant – x2 posts

**Location:** Ark Kings Academy

**Salary:** Ark Support Scale 5, Pay Points 5-12 Outside London, £23,500-£26,421 pro rata

**Actual Salary:** £21,056.19-£23,673.43

**Hours:** 37.5 per week, Monday-Friday, 08:00-16:00 with a 30-minute lunch break

**Contract:** Permanent

**Working Pattern:** Term time only

**Start date:** September 2024

**Closing date:** 8:00am, Friday 7<sup>th</sup> June 2024

*Be part of a truly 'Good' school (Ofsted April 2024) now striving to be 'Outstanding' with a dedicated staff team.*

### About the role:

As a SEND Teaching Assistant, you will support pupils, parents, and teachers, to establish a supportive learning environment in which children make good academic progress. You will be instrumental in our mission to provide every student, regardless of their background, a great education, and real choices in life. You will work with other stakeholders within and outside the school.

You are someone who understands the difference a great education can make to pupil's lives as you are a great role model for not only them but other staff too. You must have experience in working with pupils of all ages and abilities. You will need to be a great team player with a resilient character and strong personal drive.

To contribute to a workplace culture which has safeguarding and child protection at its heart.

### About our school:

We are an all-through school serving the local community with pupils from Nursery - Year 11. Our mission is to create a school in which every child thrives, academically and socially.

Over the past 2 years we have made remarkable progress, moving from an Inadequate Ofsted rating to a Good. This achievement reflects the dedication and hard work of our staff with Ofsted commenting that pupils “*understand the high expectations that staff have for them and strive to meet with*”. The strengths of our school include:

- ❖ **Safeguarding:** Effective in all areas.
- ❖ **Behaviour:** Our pupils know the school rules of, ‘ready, respectful and safe’ and demonstrate these qualities in their behaviour towards each other and their teachers.
- ❖ **An ambitious curriculum:** Our well-sequenced curriculum, spanning early years to Year 11, ensures that all pupils, including those with special educational needs, receive a high-quality education.



- ❖ **Reading strength:** Our effective teaching strategies empower pupils to become fluent readers, setting them up for success in their academic journey.
- ❖ **Personal development:** At Ark Kings Academy, we prioritise personal development, preparing our pupils for their future roles as responsible citizens.
- ❖ **Attendance:** Our pupils and parents recognise the importance of high attendance, and at secondary, we sit above the national average.

## Why work for us?

Joining Ark Kings means becoming part of a network of education experts who are all united by the same purpose - a commitment to making a difference where it matters most. You will have the opportunity to come together with your peers locally, nationally and sometimes even internationally, to share resources, learning and good practice.

You'll work with colleagues from different subjects, schools and regions, and have the chance to take on network-wide responsibilities such as leading programmes or training.

- ❖ Our salaries are 2.5% higher than main pay scale.
- ❖ Twice the number of training days as standard.
- ❖ Generous pension scheme – a salary average defined benefit pension scheme, meaning you build up a guaranteed amount in your pension, payable for every year of your retirement.
- ❖ Access to Ark Rewards – a scheme offering savings from over 3,000 major retailers.
- ❖ Interest-free loans – up to £5,000 available for season tickets or to buy a bicycle.
- ❖ Gym discounts – offering up to 40% off your local gym.
- ❖ Access to the Employee Assistance Programme – providing free, confidential counselling, legal advice and a range of different support services.

## How to apply:

Please visit [www.arkkingsacademy.org/vacancies](http://www.arkkingsacademy.org/vacancies) and submit your application. This should include an explanation of your motivation to apply and examples/evidence of how you meet aspects of the job description.

We advise you to submit your application as soon as possible as we reserve the right to close the vacancy early if a high volume of applications are received. This is to ensure that we can manage application levels whilst maintaining a positive candidate experience. Unfortunately, once a vacancy has closed, we are unable to consider further applications.

For an informal and confidential discussion, please contact Tammy Mead, HR on 0121 459 4451.

*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.*

*Ark requires all employees to undertake an enhanced DBS check. You are required, before appointment, to disclose any unspent conviction, cautions, reprimands or warnings under the Rehabilitation of Offenders Act 1974 (Exceptions) Order 1975. Non-disclosure may lead to termination of employment. However, disclosure of a criminal background will not necessarily debar you from employment - this will depend upon the nature of the offence(s) and when they occurred. To read more about Ark's safer recruitment process, please click this [link](#).*



THE DUKE OF EDINBURGH'S AWARD



*We aim to build a diverse and inclusive organisation where everyone – staff and students – can do their best work and achieve their full potential. We want to reflect and represent diverse perspectives across our organisation because we know that doing so will make us stronger and more effective. To know more about Ark's diversity and inclusion commitments, please click on this [link](#).*

## **SEND Teaching Assistant: Job Description**

### **The Role**

As a SEN Teaching Assistant, you will support pupils, parents, and teachers, to establish a supportive learning environment in which children make good academic progress. You will be instrumental in our mission to provide every student, regardless of their background, a great education, and real choices in life. You will work with other stakeholders within and outside the school.

### **Key Responsibilities**

#### **Learning Support**

- Support pupil learning through the delivery of specific learning programmes, setting high expectations whilst encouraging their independence and building their confidence
- Promote inclusion, encouraging pupils to interact and work collaboratively
- Work with the SENCO and other teachers to assess the needs of individual children, contribute to and implement 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 • Assist with whole class teaching
- 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 all vulnerable children and act as Key Worker to students with Special Educational Needs and Social, Emotional and Behavioural Difficulties
- Work with students on an individual and/or small group basis, in and out of lessons
- Plan and implementing strategies for students on the Pastoral Support Programme, ensuring students adhere to accepted behavioural norms
- Develop resources for students with SEN

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

- Supervise pupils in playgrounds, lunchrooms 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

### **Other**

- Act as a role model and set high expectations of conduct and behaviour
- Actively promote the safety and welfare of our children and young people
- Ensure compliance with Arks 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.

## **SEND Teaching Assistant: Person Specification**

### **Qualifications**

- GCSE Maths and English Grade C or above (or equiv)
- Certified teach assistant course or training or willingness to undertake this

### **Knowledge, Skills and Experience**

- Experience establishing successful learning relationships with students at the relevant age, treating them consistently with respect and consideration
- Experience of the role of a TA including; classroom organisation and management, supporting the planning and delivery of the curriculum, implementing behaviour and learning strategies
- 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 regardless of background
- 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 its academies. In order to meet this responsibility, its academies follow a rigorous selection process to discourage and screen out unsuitable applicants.*

*Ark requires all employees to undertake an enhanced DBS check. You are required, before appointment, to disclose any unspent conviction, cautions, reprimands or warnings under the Rehabilitation of Offenders Act 1974 (Exceptions) Order 1975. Non-disclosure may lead to termination of employment. However, disclosure of a criminal background will not necessarily debar you from employment - this will depend upon the nature of the offence(s) and when they occurred. To read more about Ark's safer recruitment process, please click this [link](#).*

