



# Ark Alexandra Academy

## Individual Needs Assistant

<b>Reporting to:</b>	<b>Senior SENDCo</b>
<b>Location:</b>	<b>Ark Alexandra Academy</b>
<b>Contract:</b>	<b>Fixed until 20 July 2026</b> due to the specific funding stream for the role
<b>Working Pattern:</b>	<b>27.5 hours per week, term time only</b>
<b>Start date:</b>	<b>01 September 2025</b>
<b>Closing date:</b>	<b>11:59pm on 13 July 2025</b>
<b>Salary:</b>	<b>Ark Outside London Support Scale 5, points 5 - 12: £24,790 to £27,711 (pro rata)</b>
<b>Actual salary:</b>	<b>£16,288.83 - £18,208.14</b>

*The school reserves the right to close this advert early and interviews may take place before the advertised closing date. **Applicants are strongly encouraged to apply early for this role to avoid disappointment.***

### Ark Alexandra

Ark Alexandra is a large secondary academy in Hastings, East Sussex. As a Church of England school, our values of faith, excellence and kindness underpin our ethos, culture and behaviour. We have an inclusive admissions policy that welcomes, without preference, students of all faith and none. We believe that everyone deserves to be accepted, included, and empowered to live a purposeful and fulfilling life.

Our vision is to provide all members of our community with the opportunities to engage with 'life in all its fullness' (John 10:10). This will be achieved through the highest quality of education that a truly great school will provide. We are committed to striving for excellence and inspiring our students to fulfil their potential. Our faith underpins our aim for all students to have the widest possible life choices. By knowing every student, demonstrating kindness, we will inspire every member of Ark Alexandra to have a positive impact on the community around them.

We continuously strive to maintain and further develop a safe, calm and purposeful environment, in which all children feel happy, secure and respected. Our commitment to safeguarding is further detailed in our Safeguarding and Child Protection Policy which can be found on our website [here](#). Joining our school team is an excellent opportunity for a proactive person who wants to make a lasting difference to the communities they serve.

Our school is on an exciting rapid upward trajectory. Ark Alexandra operates as one school across two 6FE campuses. This creates the dual benefit of working within a small school family setting, whilst providing unique opportunities for growth, development and career opportunities that exist in a large school model.

We take a traditional and research-based approach to education with a primacy placed on cognitive science, scholarship and what the best schools do. We are a no-nonsense school where staff can focus their efforts on teaching great lessons. Our focus on extra-curricular activities including DofE (bronze to gold), Army Cadet Force and reward trips ensures our students benefit from a range of exciting opportunities.

## **How is Ark Alexandra different?**

- We are part of the Ark family of schools and benefit accordingly from outstanding networking and career opportunities and first-class CPD.
- Staff wellbeing is one of our main priorities. We have an 8am - 5.30pm/weekend work-related communication curfew to ensure our staff can maintain a work/life balance.
- Our systems and processes for communication and assessment are streamlined, research led and based on the needs of our local context.
- Behaviour for learning is always a high priority so our teachers can focus their time on the things that matter – planning and delivering brilliant lessons for our students.
- This is a strict no excuses, mobile phone free school.
- We offer a wide range of enrichment opportunities for our students that have excellent attendance and feedback.
- Our curriculum is academic and designed to prepare our students for the workplace in the 21<sup>st</sup> century
- We put high-quality teaching at the heart of what we do. Live coaching and current best practice in the field of education is central to our approach.
- There is the opportunity to steer your own career. There is a range of professional development opportunities available.
- As we are part of the large Ark network, this means that we work collaboratively with other schools to build a curriculum suitable for all students and bespoke to our context.
- Salaries higher than the national pay scales.
- Twice as many training days as standard with network-wide events with Ark colleagues.
- Unique opportunities for growth and development
- Access to Ark Rewards – a scheme offering savings from over 3,000 major retailers

If you are ready to add further value to our school by providing comprehensive support to one of our students, you will find this job extremely rewarding.

**Alignment with the school's vision, values and approach to education is essential.**

## **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. This process is outlined below and can be provided in more detail if requested.

### **Disclosure**

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.

### **Shortlisting**

Only those candidates meeting the required criteria will be taken forward from application.

### **Interview**

1. Shortlisted candidates will take part in an in-depth interview process that will include a competency based interview, and for all teaching roles, will include a lesson observation or similar practical assessment.
2. Candidates will be asked to address any discrepancies, anomalies or gaps in their application.

### **Reference checking**

References from the previous and current employer will be requested 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.

### **A Commitment to Encourage Diversity**

Ark is committed to eliminating discrimination and encouraging diversity amongst our employees. Our aim is that our workforce will be truly representative of all sections of society and that each employee feels respected and able to give their best. To that end we are committed to provide equality and fairness for all in our recruitment and employment practices and not to discriminate on any grounds. We oppose all forms of unlawful and unfair discrimination.

## The Role and the Department

This is a very rare opportunity to join our internal alternative provision to assist in ensuring the progress of a student with specific identified special educational needs. Our internal alternative provision unit is a bespoke, full-time educational program designed to offer additional support to students with SEND, SEMH needs and those who are struggling to manage in mainstream school and require a tailored approach to learning. With three distinct strands, the provision provides a structured and nurturing environment that empowers students to overcome challenges, develop resilience, and achieve their full potential. Our commitment to reducing barriers to learning and participation ensures that every student receives the guidance and resources they need to thrive.

This is a term time only position, which means you will only work 39 weeks of the year. Pay is spread evenly over the year so you would never have a month without money.

As an Individual Needs Assistant the successful candidate will:

- provide aid to the student(s) to learn as effectively as possible in group situations and on their own
- establish a supportive and professional relationship with the student concerned
- determine the intervention strategies

Our standards are high, and we need someone who can be a team player and flexible when supporting colleagues on either campus with the ability to be resilient, calm and professional under pressure.

For more information, please read the job description and person specification below.

## About Ark Schools

Ark is a network of non-selective schools and run 39 academies in London, Birmingham, Hastings and Portsmouth educating more than 28,500 students.

Ark's aim is to create outstanding schools that give every student, regardless of their background, the opportunity to go to university or pursue the career of their choice.

## How to Apply

To find out more about Ark Alexandra, please visit our website via [www.arkalexandra.org](http://www.arkalexandra.org)

If you have any questions about the role, please contact our HR Department on [ALEHR@arkalexandra.org](mailto:ALEHR@arkalexandra.org)

To apply, please [click here](#) to complete an online application form.

**Please note:** we are unable to accept applications via CV and we will be reviewing applications on an on-going basis and this advert may close earlier than advertised depending on the level of response. Early application is strongly encouraged. You will

be able to pause, save and log back in to complete your application up until the vacancy closes.

**Closing Date: 11:59pm on 13 July 2025**

*Ark value diversity and are committed to safeguarding and promoting child welfare. The successful candidate will be subject to an enhanced Disclosure and Barring Service check and any other relevant employment checks.*

## **Job Description: Individual Needs Assistant**

**Reports to:** Senior SENDCo

**Start date:** 02 September 2025

**Contract:** Fixed until 20 July 2026

**Salary:** Ark Outside London Support Scale 5, points 5 - 12: £24,790 to £27,711 (pro rata)

**Hours:** 27.5 hrs per week

### **The Role**

- To assist in ensuring the progress of a student with specific identified special educational needs
- To assist in promoting the learning and personal development of all students, including, but not exclusively, those with special educational needs.

### **Key responsibilities**

- To aid student(s) to learn as effectively as possible both in group situations and on their own by, for example:
  - Clarifying and explaining instructions
  - Ensuring the student(s) can use equipment and materials provided
  - Motivating and encouraging the student(s) as required by providing levels of individual attention, reassurance and help with learning tasks as appropriate to students' needs
  - Assisting in weaker areas, e.g. speech and language, behaviour, reading, spelling, numeracy, handwriting/presentation etc
  - Using praise, commentary and assistance to encourage the student to concentrate and stay on task
  - Liaising with class teacher, SENDCO and other professionals about individual education plans (IEPs), contributing to the planning as appropriate
  - Providing additional nurture to individuals when requested by the class teacher or SENDCO
  - Consistently and effectively implementing agreed behaviour management strategies
  - Helping to make appropriate resources to support the student(s)
- To establish supportive relationships with the student(s) concerned
- To determine the intervention strategies to be used to manage the behaviour of students with behavioural or emotional difficulties with the teacher
- To promote the acceptance and inclusion of the student(s) with SEN, encouraging students to interact with each other in an appropriate and acceptable manner

- Monitor the student's response to the learning activities and, where appropriate, modify or adapt the activities as agreed with the teacher to achieve the intended learning outcomes.
- To give positive encouragement, feedback and praise to reinforce and sustain the student(s) efforts and develop self reliance and self esteem
- To mark students' work under the direction of the class teacher
- To support the student(s) in developing social skills both in and out of the classroom
- To support the use of ICT in learning activities
- To provide regular feedback on the student(s)' learning and behaviour to the teacher/SENDCO, including feedback on the effectiveness of the behaviour strategies adopted
- Under the direction of the teacher, carry out and report on systematic observations of students to gather evidence of their knowledge, understanding and skills upon which the teacher makes judgements about their stage of development
- When working with a group of students understand and use group dynamics to promote group effectiveness and support group and individual performance
- To use the school's system for recording progress
- To know and apply school policies on Child Protection, Health and Safety, Behaviour, Teaching and Learning, Equal Opportunities etc
- Where appropriate to develop a relationship to foster links between home and school, and to keep the school informed of relevant information
- To be aware of confidential issues linked to home/student/teacher/school
- To contribute towards reviews of student(s)' progress as appropriate
- To be willing to support playground/break time supervision e.g. educational games, homework clubs etc (within employed hours)
- To accompany teacher and students on educational visits
- To provide individual support, as required, during examination sessions

## **Other**

- Actively promote the safety and welfare of our children and young people
- Ensure compliance with Arks data protection rules and procedures
- Keep abreast of Human Resources best practice, legislative changes and new developments to continuously develop and improve knowledge and skills and broaden the understanding of inter-relationships between the range of human resources activities and functions
- 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
- Support with school duties, events and enrichment, where necessary.

## **Notes**

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 he or she has been employed. It provides the school with the opportunity to monitor and review the performance of new staff in relation to various areas, and also in terms of their commitment to safeguarding and relationships with students.

**No job description can be fully comprehensive, and from time to time the successful candidate may have to undertake other professional duties as directed by the Heads of School/Senior Leadership Team/Line Manager.**



## **Person Specification: Individual Needs Assistant**

### **Qualifications**

- Maths and English GCSE at grade C or above (or equivalent).

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

- Experience of removing barriers so that students make at least good progress.
- Experience in establishing successful learning relationships with young people, treating them consistently with respect and consideration.
- Experience in working with students with SEN.
- Experience in developing and implementing high quality programmes and interventions for students.
- Demonstrated at least good impact through in class support.
- 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.
- Resilient, calm and professional under pressure.
- Understanding of the importance of confidentiality and discretion.
- Flexible attitude towards work and demonstrates sound judgement.
- The ability to liaise with colleagues and external contacts at all levels of seniority with confidence, tact and diplomacy.

### **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.

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