



*Opportunity to join an 'Outstanding' all-through academy
specialising in mathematics and citizenship.*

Graduate Teaching Assistant

Candidate Information Pack

January 2025

Dear Candidate

Thank you for taking the time to find out more about Ark Academy in Wembley Park and the possibility of working here. Included in this pack is information about the academy, ARK schools (who sponsor the academy) and the role of Learning Support & Speech and Language Assistant.

This is a unique opportunity to join a community of staff striving to maintain and continuing to create an outstanding comprehensive school. We are looking to recruit a skilled and committed Graduate Teaching Assistant to provide specific and direct support to children with a Special Educational Needs/Disability (SEN/D), whilst also providing in class support and small-group Intervention.

Ark Academy is an all through school that offers excellent learning from nursery through to higher education. In an all through school, school parents can expect their son/daughter to transfer seamlessly from primary to secondary school. We now have three years of Ark primary students who have transferred to secondary. We are one and share the same values and expectations. Our aim is to ensure that all our pupils develop as high achieving, confident, articulate young people whose education fully equips them to go on to university or the career of their choice and this starts from an early age.

To apply, follow the link at <https://arkacademy.org/vacancies> by Monday 17 February 2025. For an informal, conversation about the role, please contact Makayla Carty, SENCo via email m.carty@arkacademy.org

We wish you the best with your application.

Delia Smith OBE
Principal



Ark Academy

The Principal

Delia Smith is the founding principal of Ark Academy. Previously she was the headteacher of St Angela's Ursuline School in Forest Gate for 14 years. She has also been a schools' inspector and was awarded an OBE for services to education.

About Ark Academy

We are a non-selective school specialising in **mathematics** and **citizenship** that serves children of all abilities. Our commitment is to know every pupil as an individual, and to foster the principles of team spirit, responsibility, and care for others. Our pupils enjoy both a nurturing environment and the social benefits of a small school and the range and resources of a large, well-equipped academy.

Facilities

Our buildings were designed by award winning architects Studio E (who created the successful design for City of London Academy in Southwark) and are organised to support calm and ordered learning. Pupils have access to specialist indoor and outdoor sports facilities, excellent science and ICT facilities, music, Design and Technology, art, and drama studios and a 150 sqm, well-stocked and up-to-date library as well as inviting and well-equipped classrooms



About ARK Schools

ARK Schools is an education charity set up in 2004 to create a network of high achieving, non-selective, inner-city schools where all pupils, regardless of their background or prior attainment, achieve highly enough by age 18 to have real choices: to go on to university or the career of their choice. ARK Schools has no faith affiliations.

All the ARK schools are situated in areas of high deprivation or educational need and our pupil profile reflects this: over half of our pupils are eligible for free school meals compared to 18% nationally.

The ARK network operates 38 schools in the UK across London, Portsmouth, Birmingham, and Hastings. Each of our schools has its own distinctive character, reflecting its local community.

About the Pupil Support Department

At the core of Pupil Support is the principle of Knowing Every Child. We strive to ensure teachers are equipped to provide high quality teaching to all children, regardless of SEND status. To do this, we work collaboratively to identify how curriculum and delivery can be adjusted to meet the children's needs. With our specific focus on progress and attainment of children at school support and with EHC plans, our team work rigorously to ensure the needs of the children are being met. We believe in pupil voice and offer 3 reviews per year to parents and children, so applicants should be aware that ongoing professional dialogue will be required. Due to the range and variety of needs amongst our SEND cohort, applicants may work 1:1 with a key child, deliver intervention to individuals and small groups, deliver enrichment through our homework club, and be required to provide personal care for children with SEND.



Job Description: Graduate Teaching Assistant

Contract:	Fixed Term Contract to 31 August 2026
Working Pattern:	36 hours per week, term time (39 weeks)
Salary:	Scale 5 pt 5 Points Range 5-13

The Role

To support pupils, parents, teachers and the school to establish a supportive and nurturing learning environment in which children make rapid interpersonal and academic progress and form habits of excellence.

Key responsibilities

- To support individuals and groups of pupils to help them make rapid interpersonal and academic progress inside and outside the classroom.
- Communicating the emerging and changing needs of Pupils with the SENCo.
- Liaising with all key staff and external specialists to oversee the completion of administrative duties.
- To monitor, track, deliver and evaluate English, Maths, Reading Social thinking, and Emotional Literacy interventions.
- To Support the holistic needs of all pupils in every way that supports their inclusion in school life.

Outcomes and activities

Learning Support

- Promote inclusion and acceptance of all pupils in the school, including those with physical, learning and behaviour difficulties.
- Providing In class 1:1 and small group support
- Delivering out of class interventions
- To ensure your cohort of pupils have all their strengths and needs identified and communicated with staff via an Individual Learning Plan (ILP).
- Observe, record and feedback information of pupil performance via a SEND Trail
- Reflecting on performance in Peer Reviews, sharing best practice by being observed and observing others
- Assist in creating materials for curriculum delivery and display boards
- Assist with whole class teaching
- Assist with behaviour management within and outside the classroom.
- Provide personal care to children with SEND as directed by the SENCo
- Provide off-site community-based opportunities for pupils, if appropriate to the job assignment.
- Assist pupils' achievement outside of the classroom, e.g., computer lab, library and extra curricular activities.
- Complete Pupil Support administrative duties
- Running Homework support for pupils with SEND
- Disseminating SEND Information via the staff bulletin
- Engaging with whole school and departmental training

Facilitating external professional visit (possibly sitting in on them where necessary).

Other support

- Supervise pupils in playgrounds, lunchrooms, etc.
- Assist with follow-through for any other related services, e.g. Occupational Therapy, Physical Therapy, Brent Outreach Autism Team etc.
- Maintain pupil and family confidentiality
- Attend regular meetings and training, as required
- Maintain stock supplies and distribute as required
- Run and support the delivery of extra-curricular activities, participating in trips and visits.

Other

- Undertake other various responsibilities as directed by the Headteacher and SENCO/Inclusion Manager.

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.

This post is covered by Part 7 of the Immigration Act (2016) and therefore the ability to speak fluent English is an essential requirement for the role.

Ark is committed to safeguarding children; successful candidates will be subject to an enhanced Disclosure and Barring Service check.

Person Specification: Learning Support Assistant

Qualifications

- Maths and English GCSE or equivalent at level 4 or above (or equivalent)- **Essential**
- 3 A Level's at grade C or above (or equivalent) * - **Desirable**
- Undergraduate Degree. - **Essential**

Knowledge, Skills and Experience

- Proven commitment to continued professional development and a readiness to reflect and self-evaluate to change, improve, and develop.
- Experience of building appropriate and effective relationships with young people.
- Excellent expressive and receptive verbal communication skills
- Good literacy and numeracy skills.
- Good interpersonal and listening skills; a high degree of emotional intelligence; and an effective oral and written communicator with children, staff and parents.
- The ability to develop positive relationships with all young people.

- Well-developed planning & organising skills including time management, prioritisation, delegation, and administration.
- Sound judgement and problem-solving skills.
- Understanding of the importance of professionalism, confidentiality and discretion when working 1 to 1 with children (some of which will be vulnerable).
- Able to deal with minor incidents, first aid, and pupil's personal health and hygiene with appropriate training
- Competent user of ICT.
- Ability to lead sessions for pupils after receiving training.
- Able to speak another language, play a musical instrument or coach a sport (desirable).
- Experience planning and delivering sessions for pupils (desirable).
- Experience of having worked successfully in at least one school in an urban, multi-cultural setting, teaching pupils from backgrounds of socio-economic disadvantage (desirable).
- Experience in shadowing or delivering Speech and Language Therapy carry over with pupils (desirable)

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, detail 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

This post is covered by Part 7 of the Immigration Act (2016) and therefore the ability to speak fluent English is an essential requirement for the role.

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.

ARK Safe 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.

Disclosures 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 (with the exception of ECTs) 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.

WHERE TO FIND US



Wembley Park (Jubilee/Metropolitan Line)



Chiltern Railways



Buses: 206, 245, 297, 83, 182

By Car: A479

Postcode for satnav: HA9 9JP

A406 North Circular Road (15 minutes away)

Ark Academy Bridge Road London HA9 9JP

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Email: info@arkacademy.org

Website: www.arkacademy.org

