



*An opportunity to join an 'outstanding' all through academy.*

## **Primary Teaching Assistant with 1to1 support**

# **CANDIDATE INFORMATION PACK**

July 2025

Dear Candidate

We are seeking to appoint a highly motivated, enthusiastic, organised, and reliable Teaching Assistant to join our Education Support Team.

Ark Academy is a school with high standards, high expectations and is underpinned by our core values: Civitas, Excellence, Perseverance and Participation. Our goal is that every student, regardless of their background or privilege, can go to higher education or the career of their choice and participate fully in our democratic society.

Our core value is Civitas, and we teach children to be caring, polite, conscientious and motivated members of society. We want our children to aim high and be happy, successful citizens.

Ark Academy is an all-through academy, and we pride ourselves on being a part of a bigger picture of a child's education that can run from nursery all way through to sixth form. The ethos of the academy is the same in all sections of the school – a positive, aspirational, and nurturing environment. Our staff put the needs of the children first and are focused on their progress. We value teamwork and professional development very highly so that we can do the very best job that we can for the children.

We are looking for an experienced Teaching Assistant with a minimum of 1 years' SEN support experience to join our primary team, someone who is committed to driving standards and ensuring every child is challenged to achieve their maximum potential. We want someone who has the skills and desire to develop and nurture every child in their care. The successful applicant will be responsible for 1to1 support of either a child in reception or a year 6 child, including providing bespoke curriculum provision alongside working in class and will be expected to serve as a motivational role model. You will deliver consistently good support in learning, in order to help all students to achieve excellent academic results. In return, they will work alongside staff who will coach, nurture and lead by example to ensure the best for their team.

To apply, please complete the online application by **Monday 4 August 2025**. If you would like to discuss the role in more detail, please contact James Elliott, Primary Headteacher via [j.elliott@arkacademy.org](mailto:j.elliott@arkacademy.org)

Applications will be reviewed on a rolling basis, so early application is encouraged. Only shortlisted candidates will be contacted.

We wish you the best with your application

**James Elliott**  
**Primary Headteacher**



## 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 in the UK across London, Portsmouth, Birmingham and Hastings. Each of our schools has its own distinctive character, reflecting its local community.

## **Job Description: Primary Teaching Assistant With 1:1 support**

<b>Reports to:</b>	<i>SENCO/ Inclusion Manager</i>
<b>Start date:</b>	<i>ASAP</i>
<b>Salary:</b>	<i>Ark support staff band 5</i>
<b>Working Pattern:</b>	<i>Full Time – 36hours per week - Term Time 39 weeks per annum</i>
<b>Contract:</b>	<i>Permanent</i>

### **The Role**

*As a 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.*

### **Key responsibilities**

- To support individuals and groups of pupils to help them make rapid academic progress.
- To support teachers, parents and other colleagues to help create an effective and purposeful learning environment.

### **Outcomes and activities**

#### **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
- Provide class cover for the teacher (for T3 roles)
- 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

#### **Other support**

- Supervise pupils in playgrounds, lunchrooms, etc and assist with general pastoral care.
- Assist with follow-through for related services, e.g., speech/language therapy, occupational therapy, physical therapy

- Maintain pupil and family confidentiality
- Attend regular meetings and training, as required
- Maintain stock supplies and distribute as required
- 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**

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

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

## **Person Specification: Primary Teaching Assistant With 1:1 support**

### **Qualification Criteria**

- Maths and English GCSE or equivalent at grade C or above
- Relevant qualifications
- Right to work in UK.

### **Behaviours**

#### **Personal characteristics**

- Genuine passion and a belief in the potential of every pupil
- Helpful, positive, calm and caring nature
- Able to establish good working relationships with all other staff
- Able to follow instructions accurately but make good judgements and lead when required.

#### **Specific skills**

- Good communication skills, including written and oral
- Good numeracy and literacy skills
- Competent with computers and other technology
- Good administrative and organisational skills
- Able to lead intervention sessions for pupils after receiving comprehensive training
- Able to understand and implement particular strategies and methods to help pupils to improve their learning and enjoyment of learning

- Able to help implement the necessary routines and patterns to establish good behaviour management within the school
- Able to deal with minor incidents, first aid, and the personal health and hygiene of the pupils
- Understand the importance of confidentiality and discretion.

#### **Other desirable training and skills**

- An interest in music and the ability to play an instrument
- An interest in sporting activity.

#### **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 and Barring Service.
- Willingness to undertake training

*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 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](#).*



## 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 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 Schools 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 grounds of age, disability, gender reassignment, marriage/civil partnership status, pregnancy and maternity, race, religion or belief, sex or sexual orientation. We oppose all forms of unlawful and unfair discrimination.

## WHERE TO FIND US



**Wembley Park (Jubilee/Metropolitan Line)**



**Chiltern Railways**



**Buses: 206, 245, 297, 83**

**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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[www.arkacademy.org](http://www.arkacademy.org)

