



## Teaching Assistant

**Location:** Ark Kings Academy

**Salary:** Ark Support Scale 5, Pay Points 5-12 Outside London, £24,790-£27,711 pro rata

**Actual Salary:** £21,323.56-£23,836.10

**Hours:** 36 per week, Monday-Thursday, 08:15-16:00 and 8:15-15:45 with a 30-minute lunch break

**Contract:** Permanent

**Working Pattern:** Term time only

**Start date:** October 2025

**Closing date:** 8:00am on 17<sup>th</sup> October 2025, 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.

*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 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.



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- ❖ **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.
- ❖ Free soup in Autumn/Winter terms
- ❖ Free fruit in Spring

## 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.



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*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](#).*

*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](#).*

## Teaching Assistant: Job Description



### The Role

We are seeking a dedicated and compassionate Teaching Assistant to provide high-quality 1:1 support for a pupil with additional learning needs, as well as supporting children more broadly where appropriate. In this role, you will work closely with the class teacher and wider school team to help create a positive, inclusive, and supportive learning environment. Your primary responsibility will be to deliver tailored support that meets the individual

needs of a pupil, helping them to access the curriculum, develop confidence, and achieve their full potential both academically and socially.

### Key Responsibilities

#### Learning Support

- Provide high-quality 1:1 support for children in the primary setting, including the Early Years, with a range of special educational needs and disabilities, including complex physical needs.
- Promote inclusion, encouraging children to interact, play, and work collaboratively with peers.
- Work with the SENDCo and class teacher to assess individual needs, contribute to and implement Education, Health and Care Plans (EHCPs) and Individual Support Plans.
- Adapt and develop resources and activities to enable access to the Early Years curriculum, ensuring children's safety and engagement.
- Assist with follow-through from external professionals (physiotherapy, occupational therapy, speech and language therapy, etc.).
- Support the development of communication, independence, and confidence in daily routines and play.
- Observe, record, and feedback information on children's progress and well-being.
- Use agreed strategies, in liaison with the teacher, to assist with behaviour management and to support learning objectives.



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- Encourage and support children's social, emotional, and physical development through structured and child-initiated play.
- Prepare and maintain specialist equipment (e.g. communication aids, adapted seating) and learning spaces to meet children's individual needs.

### **Medical and Intimate Care**

- Follow children's medical and intimate care plans, including:
  - Nappy changing and toileting support.
  - Catheterisation and other agreed medical procedures (training provided).
  - Safe moving and handling, including the use of wheelchairs and mobility aids
- Administer medication and carry out specific health interventions in line with school policy and training.
- Maintain dignity, privacy, and safeguarding standards at all times.

### **Support for the school**

- Supervise pupils during playtimes, lunchtimes, and on school trips, ensuring their health, safety, and inclusion.
- Assist with the preparation of displays, resources, and classroom organisation.
- Contribute to the wider Early Years and school environment, supporting positive behaviour and a nurturing ethos.

### **Other**

- Actively promote the safety and welfare of all children and young people.
- Ensure compliance with the school's data protection rules and procedures.
- Liaise with colleagues, parents/carers, and external professionals with confidence, tact, and diplomacy.
- Contribute to a workplace culture which has safeguarding and child protection at its heart.
- Undertake any other reasonable tasks as directed by the SENDCo, class teacher, or senior leadership.

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.

## **Teaching Assistant: Person Specification**

### **Qualifications**

- GCSE Maths and English Grade C or above (or equiv)
- Recognised Teaching Assistant or Early Years qualification.
- Willingness to undertake specialist training (e.g. moving & handling, catheterisation, paediatric first aid).



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

- Experience of supporting young children, ideally in an Early Years or primary setting.



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- Understanding of SEND, inclusive practice, and child development in the Early Years Foundation Stage.
- Experience of providing personal and intimate care with sensitivity and professionalism.
- Knowledge of strategies to support communication and physical needs, including use of specialist equipment.
- Good literacy, numeracy, organisational and IT skills.
- Ability to observe, assess and record children's progress and share information effectively.
- Strong communication and interpersonal skills with children, families, and colleagues.
- Ability to follow medical protocols and respond calmly in emergencies

## 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

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