



## Lead Teaching Assistant

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|--------------------------------|------------------------------------------------------------------------------------------|
| <b>Reporting to:</b>           | <b>SENDCo</b>                                                                            |
| <b>Location:</b>               | <b>Ark Alexandra Academy</b>                                                             |
| <b>Contract:</b>               | <b>Permanent</b>                                                                         |
| <b>Working Pattern:</b>        | <b>36 hours per week, 39 weeks per year (term time only)</b>                             |
| <b>Start date:</b>             | <b>As soon as possible</b>                                                               |
| <b>Closing date:</b>           | <b>11:59pm on 02 November 2025</b>                                                       |
| <b>Salary:</b>                 | <b>Ark Outside London Support Scale 6, points 8-19:<br/>£25,992 - £31,067 (pro rata)</b> |
| <b>Actual starting salary:</b> | <b>£22,357.48</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 8.00am - 6.00pm/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 dedicated, hard-working SEND department and to work alongside a diverse school leadership team, then 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

As a Lead Teaching Assistant, the successful candidate will provide specialist support for pupils, parents, TA's and teachers, to establish a supportive learning environment in which children make excellent academic progress. The successful candidate will lead a team of TA's, alongside planning and delivering intervention programmes to address the student needs and to remove barriers to their progress and development.

We need someone who is proactive, has excellent communication skills, is experienced in establishing successful learning relationships with young people and adults and has a genuine passion for and belief in the potential of every student. The ability to remain calm and professional under pressure in a busy environment is essential.

Please see the job description below for more information.

## 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 02 November 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: Lead Teaching Assistant**

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|-------------------------|-------------------------------------------------------------------------------------|
| <b>Reporting to:</b>    | <b>SENDCo</b>                                                                       |
| <b>Location:</b>        | <b>Ark Alexandra Academy, Hastings, East Sussex</b>                                 |
| <b>Contract:</b>        | <b>Permanent</b>                                                                    |
| <b>Working Pattern:</b> | <b>Full Time, Term Time</b>                                                         |
| <b>Salary:</b>          | <b>Ark Support Scale 6: Pay Points 8-19, £25,992 - £31,067 per annum (pro rata)</b> |

### **The Role**

As a Lead Teaching Assistant you will provide specialist support for pupils, parents, TA's and teachers, to establish a supportive learning environment in which children make excellent academic progress. You will lead a team of TA's, alongside planning and delivering intervention programmes to address the student needs and to remove barriers to their progress and development. 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**

- Enhance pupil learning and progress through the delivery of specific learning programmes, setting high expectations whilst encouraging their independence and building their confidence.
- Monitor and track student progress and adapt the provision to secure maximum progress.
- Line manage teaching assistants and work with the SENDCo to coordinate the provision for SEND students.
- Conduct learning walks to quality assure intervention delivery and TA support within lessons
- Analyse data and use this to inform your planning.
- Provide teachers with the appropriate strategies and resources and be proactive in supporting students in their lessons.
- Promote inclusion, encouraging pupils to interact and work collaboratively.
- Work with the SENDCo and other teachers to assess the needs of individual children.
- Ensure student SEND files and associated documentation are regularly reviewed and maintained
- Maintain accurate and up-to-date SEND registration records in line with statutory requirements
- Create and manage staff timetables in collaboration with SENDCo and curriculum planning teams
- Coordinate and manage administration of access arrangements in line with JCQ guidelines
- Adapt and develop resources for your target students, ensuring their safety and enabling them to access the curriculum.
- Communicate professionally and promptly with parents, carers, and external agencies
- Assist with follow-through for related services.

- Mentor students on a 1:1 and group basis, as well as planning and leading a series of booster and intervention sessions.
- Provide admin support for the effective operation of the SEND department
- Assist with whole class teaching.
- Work with the SENDCO to identify the training needs of staff and support in coordinating relevant CPD.
- Use strategies, in liaison with the teacher to assist in behaviour management and to support pupils in their learning objectives.
- Create positive working relationships with parents.
- Support the SENDCO in facilitating screening processes and reviewing results to inform provision planning
- Create Ark Learning Plans (Additional Needs Plans) for children identified at SEN Support and review three times a year.
- Monitor staff attendance and engagement in CPD activities, maintaining accurate training records
- Evaluate the impact of department CPD through staff feedback, observations, and outcomes, and refine the offer accordingly
- Have a pupil centred approach, involving pupils and parents, where parents are informed regarding the support in place for their child and this is reviewed termly
- Support in developing a transition plan to ensure continuity of support and learning when transferring students with SEND between key stages and/or schools
- Utilise ICT systems confidently for data entry, communication, and document management across a range of platforms (e.g. SIMS, Excel, CPOMS, Word)

### **Support for the school**

- Supervise pupils in and around the academy throughout the school day including break and lunch times 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**

- First Aid
- Actively promote the safety and welfare of our children and young people.
- Ensure compliance with Ark's data protection rules and procedures.
- Work with Ark Central and other academies in the Ark network, to establish good practice throughout the network, offering support where required.
- Support with other school duties, invigilation and enrichment, when required.

### **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 Headteacher/Senior Leadership Team/Line Manager.**

# **Person Specification: Lead Teaching Assistant**

## **Qualifications**

- Maths and English GCSE or equivalent at grade C or above (or equiv).
- Teaching Assistant qualification or willingness to work towards.

## **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 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.
- Have a 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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