



# Ark Soane Academy

## Graduate Teaching Assistant

- Location:** Acton, London – a five-minute walk from Acton Town tube station
- Contract:** Fixed term, term time only
- Start date:** September 2024
- Salary:** Ark Support Band 5, Points 5 – 14  
FTE £28,977
- Closing date:** Applications will be considered on a rolling basis and early applications are advised.
- Interviews:** TBC

## Opportunity for an exceptional candidate to join our highly successful team, shaping a new Ark secondary school in Ealing.

Ark Soane Academy is a new secondary school in Acton which opened in 2021. We will have 900 students in Years 7-11 from September 2025.

Ark Soane seeks to redefine what is possible in education. Our model is “simplicity delivered expertly”: by delivering an immaculately planned and highly academic curriculum exceptionally well; and by providing our students with a compelling aspiration-raising ethos we seek to transform the future of students in a highly deprived community.

Behaviour at Soane is exemplary enabling you to deliver exceptional lessons. Students are entirely bought-in to the values and ethos of the school and know that they are fortunate to attend a school where the quality of education is exceptional and where love, warmth, respect, and the highest standards permeate every interaction. Students are a pleasure to teach and you can always expect a “thank you miss” when students leave your classroom.

Leaders at Soane prevent unnecessary demands on staff time

– meetings, marking and administrative tasks are minimised to ensure staff can be highly effective. The curriculum and resourcing ensure that staff rarely plan alone: staff time is used where it is most valuable: working as a team to implement the curriculum for the students in our classrooms.

We are a community of professionals learning together who believe we can all become exemplary staff. We have a truly open-door culture where frequent low-stakes feedback is the norm. We value the input of all our staff and collaborate to ensure the academy continues to improve as it expands. We frequently host teams of domestic and international educators who come to learn from us and help us shape our provision.

Ark Soane Academy is part of Ark, one of the UK’s most successful school groups, with a network of 39 schools in 4 locations across the country.

As a proud member of the network, we offer:

- Twice as many training days as standard.
- Weekly staff training designed to meet the needs of the school.
- Coaching for every teacher.
- Protected co-planning time.
- Access to high-quality, regular professional development.
- Opportunities to collaborate with colleagues across the network.

### The role:

We are recruiting an exceptional team of staff to support the next stage of development of a genuinely transformational school. We are looking for candidates who are able to demonstrate the highest expectations of student effort and conduct and are able to do so with kindness and warmth.

To do this we are recruiting the brightest and best graduates in the country to join us as Graduate Teaching Assistants (GTAs). Our GTAs are given extensive support to develop into future teachers and leaders in education with an opportunity to remain at Soane as a trainee teacher after successful completion of a year in role.

We have an unwavering belief that every child can meet the highest expectations of behaviour, effort, and academic progress. Our GTAs are critical to supporting those children who find it hardest to meet those expectations to do so. As a GTA you will be trained in delivering a small number of interventions to individuals and small groups – ranging from literacy to emotional regulation and from personal organisation to relationship building.

The successful candidate will have some relevant experience of working with children and the drive and enthusiasm to inspire our students. Crucial to this role is the ability to coach and develop students to become the best version of themselves. The successful candidate will be someone who is excited and motivated by this responsibility.

### You will:

- Share the Ark Soane beliefs, vision and mission and be aligned with the Ark six pillars underpinning it.
- Be committed to Ark’s ethos of high expectations for every student in both academic achievement and personal development.
- Manage behaviour effectively to create a positive, calm, and purposeful climate for learning.
- Have the drive, skills and resilient character required to help develop a new school.
- Be reflective about the Academy and committed to securing its continued development.
- Value and support practices driving continued progress across the network of Ark schools.



# Job description



resources are prepared to an excellent standard and on time for classroom use, and other administrative tasks are completed as directed by Head of Year or Senior Leaders.

- Coach students to promote better decision making, motivation and improved achievement.

## Support for the school.

- Supervise students in family dining, around the school and at break/lunch.
- Assist with pastoral and behaviour support.
- Accompany teachers and students on trips and out of school activities as required within contract hours, taking responsibility for pupils under the supervision of the teacher.

## Other

- Maintain student and family confidentiality.
- Actively promote the safety and welfare of our children and young people.
- Ensure compliance with Ark's 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.

For more information about our school, please visit: [www.arksoane.org](http://www.arksoane.org). To arrange a confidential conversation with the Principal about this role, please contact Tabetha Stafford at ([HR@arksoane.org](mailto:HR@arksoane.org)) or phone 020 81615579.

*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 which will include questions about safeguarding. 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.*

## Key Responsibilities

- To tutor groups and individuals, with focus on ensuring every student is reading at or above their age level and enjoys reading by the end of the academic year.
- To mentor and coach students in the development of their self-confidence and aspirations for their future.
- To work with students in a wide variety of settings including whole class settings, small group interventions and supervision/leadership of activities in break times, lunch, after school clubs as well as on trips and residential trips.
- To maintain and actively promote high academic and behavioural expectations across the academy.
- To actively engage in every professional developmental opportunity on the road to a successful career in teaching including observing best practice, co-teaching, having a positive attitude to feedback and self-evaluation and committing to improving teaching practice day by day and week by week.
- To be a team player, working with class teachers, Heads of Year and the rest of the School Community to do whatever it takes to best support and nourish our students.
- Assist with managing specialist provision including speech/language or physical therapy.

## Supporting learning.

- Plan and facilitate small group and one to one teaching and intervention.
- Observe, record and feedback information on student performance.
- 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 students who need additional support in learning including those who speak English as an additional language.
- Provide administrative support by ensuring

# Person specification



## Qualification criteria

- Right to work in UK.
- Qualified to degree level.

## Knowledge, Skills, and Experience

- Experience establishing successful relationships with young people in a paid or voluntary capacity.
- Good numeracy and literacy skills.
- Good administrative, organisational and computer skills.
- Excellent communication and interpersonal skills with children and adults.
- Able to deal with minor incidents, first aid, and student's personal health and hygiene.

## Personal Characteristics

- Genuine passion for and a belief in the potential of every student.
- Deep commitment to Ark's mission of providing an excellent education to every student, regardless of background.
- Helpful, positive, patient, and caring nature.
- Able to take direction but also make good judgements and take initiative when required.
- Resilient and motivated to continually improve standards and achieve excellence.

## Other

- 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.

*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 Soane  
Academy

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