



Ark John Keats  
Academy

# Primary Graduate Teaching Assistant



# About Ark

Ark 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 has no faith affiliations.

All 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 39 schools in the UK across London, Portsmouth, Birmingham, and Hastings. Each of our schools has its own distinctive character, reflecting its local community.

## **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 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.



# About Ark John Keats Academy

Ark John Keats was founded in 2013 with one class of reception children. We are now a fully-fledged all-through school, running from nursery to year 13, with over 1800 children. Our school is oversubscribed, with a waiting list for every year group. Our community is composed of supportive and committed families who buy into our vision and work with us to ensure their children achieve all they are capable of in the future.

We aspire for all our children to have the academic knowledge necessary to enable them to progress to university, for pupils to have a love of learning and curiosity about the world, and for them to be polite, well-mannered young people who take responsibility for their choices and drive their own destinies. Our core values underpin everything we do:

## **Kindness, Effort, Aspiration, Tenacity, and Success**

At Ark John Keats, we aspire for all our children to gain the academic knowledge necessary to progress to university, to develop a love of learning and curiosity about the world, and to become polite, well-mannered young people who take responsibility for their choices and drive their own destinies. The academy's approach to achieving this is based on our six pillars:

### **High Expectations**

Every adult who works at AJK believes in the limitless potential of all children.

### **Excellent Teaching**

Subject specialists rigorously plan lessons which make pupils work hard and think deeply about the subject, fostering their curiosity and love of learning.

### **Exemplary Behaviour**

Pupils are unfailingly polite and well-mannered individuals who take responsibility for their own actions and seek to help others whenever they can.

### **Depth for Breadth**

Our rich, challenging curriculum builds pupils cultural capital to ensure they can all. knowledgeable, articulate and university ready.

### **Knowing Every Child**

Our teachers know and care about every child they interact with, proactively building strong and positive relationships between school and home.

### **Always Learning**

Our continuous professional development, co-planning meetings and coaching ensure teachers feel both stretched and supported, able to develop as teachers and leaders in a long-term career at Ark John Keats Academy.

# Welcome from the Principal



Dear Candidate,

I am delighted to introduce you to Ark John Keats Academy: an all-through school in Enfield with a mixed comprehensive intake. Our mission is to ensure our pupils lead a life of genuine choice and can drive their own destinies because they have a rigorous academic curriculum, which is well taught, and because they know that kindness, effort, aspiration and tenacity lead to success. We are a member of the successful Ark network of schools and are proud to serve the young people and families in our community here in Enfield.

We opened our doors to our first reception classes in September 2013 and our first cohort of year 7 pupils joined us in September 2014. We currently have over 1800 pupils enrolled from nursery to year 13 and are oversubscribed in every year group. Our teaching staff are experts in their subject areas and all staff at the academy share a commitment to upholding the highest expectations. We have created an academy that is renowned for its calm, orderly and purposeful environment, where pupils behave maturely and respectfully and enjoy the rich experiences that we offer. As a result, our students secure excellent academic outcomes, become kind and well-rounded young people, and go on to impressive destinations (on average over 65% of our students go on to one to study at a top third university in the U.K.). The academy was graded good in all areas in our Ofsted inspection of January 2023, and we are committed to building on this foundation to ensure that every aspect of our school is truly excellent.

This is a fantastic place to develop your career and to make a positive contribution to the lives of young people. We are looking for talented and dedicated staff, who are ambitious for our pupils as well as themselves, to join us in this next phase of our development.

Kind regards,

A handwritten signature in black ink that reads "K Marshall". The signature is fluid and cursive.

Katie Marshall, Principal



## Ark John Keats Academy Primary Graduate Teaching Assistant

**Location:** Enfield – easily accessible from central, north, and east London, as well as surrounding areas.  
**Salary:** Ark Support Band 4 point 3 (Outer London) ranging from point 3-7 (£26,923-28,535) depending on experience.  
**Working pattern:** Full-time term time only  
**Hours & Work Pattern:** Monday – Friday 08.00 – 17.00 Term Time Only  
**Contract:** Permanent  
**Start date:** February 2025

**Closing date:** 2<sup>nd</sup> January 2025

*We will be reviewing applications on an on-going basis and this advert may close earlier than advertised depending on the level of response.*

**Interviews:** Week commencing 5<sup>th</sup> January 2025

**Ark John Keats is an exceptional school looking to hire exceptional people.**

### About the role:

We are looking for ambitious and committed **Graduate Teaching Assistants** to join our Primary team. This is an ideal role for those passionate about supporting young people to reach their potential and make excellent academic progress and is also a good opportunity for anyone considering entering the teaching profession long term.

Our GTA are responsible for:

- Supporting the teaching team by providing support within the classroom.
- Supporting pupils with learning and reaching personalised outcomes.
- Supervising pupils during breaks and ensuring that they are all safe and play well together.
- Supporting pupils to follow our high behavioural expectations.
- Tutoring small groups of children to meet academic targets and lead on running interventions in and beyond the classroom.
- Understanding the responsibility of safeguarding pupils and reporting any concerns to the safeguarding lead

We are looking for someone who aligns with our approach to curriculum and teaching, as well as our wider values. The successful candidate will work closely with our teaching staff body and inclusion department to secure excellent outcomes for our pupils.

### You will:

- Be vision aligned with our approach to curriculum and teaching.
- Have genuine passion and a belief in the potential of every pupil.
- Have up-to-date knowledge in the curriculum area.
- Be motivated to continually improve standards and achieve excellence.

### About our school:

Ark John Keats was founded in 2013 with one class of reception children. We are now a fully-fledged all-through school, running from nursery to year 13, with over 1700 children. Our school is oversubscribed, with a waiting list for every year group. Our community is composed of supportive and committed families who buy into our vision and work with us to ensure their children achieve all they are capable of in the future.

We aspire all our pupils to have the academic knowledge necessary to enable them to progress to university, for pupils to have a love of learning and curiosity about the world, and for them to be polite, well-mannered young people who take responsibility for their choices and drive their own destinies.

Ark John Keats is part of Ark Schools, a hugely successful network serving pupils from deprived communities. Our network shares a belief in our six pillars, find out about them [here](#).

If you would like to find out more about us, please visit [www.arkjohnkeats.org](http://www.arkjohnkeats.org).

### We offer:

- Twice the number of training days as standard.
- Access to Ark Rewards scheme offering up to £1,000 a year in savings from over 3,000 major retailers.
- Interest-free loans of up to £5,000 available for season tickets or a bicycle.
- Gym discounts are offered by up to 40% off your local gym.

### How to get to us?

**Travelling by rail from central London:** Our nearest overground station, Turkey Street, is a 10-minute walk from the school and stops at Seven Sisters, Stoke Newington, and Hackney Downs on the way to Liverpool Street. National Rail services are also a 10-minute walk and stop at Tottenham Hale and Hackney Downs before finishing at Liverpool Street.

**Travelling by car:** We are easily reached by car, with most of Northeast London accessible within 30 minutes. There is free on-site parking for staff.

### How to apply:

Please find the role on [www.arkjohnkeats.org/vacancies](http://www.arkjohnkeats.org/vacancies) and submit an application. We will be reviewing applications on an on-going basis and this advert may close earlier than advertised depending on the level of response.

For further information or to arrange a discussion, contact us at [recruitment@arkjohnkeatsacademy.org](mailto:recruitment@arkjohnkeatsacademy.org).

*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](#).*



## Job Description: Primary Graduate Teaching Assistant

**Reports to:** Phase Group Lead

**Start date:** November or December 2024

**Salary:** Support Band 4 point 3 (Outer London) ranging from point 3-7 (£26,923-28,535) depending on experience.

### The Role

In this incredibly rewarding role, you'll be supporting pupils, parents, and teachers, to establish a supportive learning environment in which children are able to flourish and fulfil their potential.

You will support learning through the delivery of specific learning and structured academic intervention programmes to small groups of students/pupils. You will also provide cover for classroom teachers, using lessons planned by a teacher or supervise work set by a teacher.

This is a fantastic opportunity to be instrumental in our mission to provide every student, regardless of their background, a great education, and real choices in life.

### Key responsibilities

- To bring to the academy a passion for learning, belief in young people and a sense of dynamism and a 'can do' attitude
- To actively promote academic achievement, the development of good character and the opportunities available for pupils to enrich their lives through the opportunities presented by living in London
- To support individuals and groups of pupils to help them make rapid academic progress
- To deliver sessions to support the development of academic and social skills.
- To support pupils with special educational needs and English as an additional language
- To support the running of home learning support and/or other extra-curricular activities.
- To organise and run the breakfast club
- To run two enrichment activities weekly (all staff run two as part of their timetable).
- To support academy events – music and drama performances, parent/open evenings, and sports activities
- To support the supervision of pupils at break, lunch and after school

### Other

Undertake other various responsibilities as directed by the Primary Headteacher, Vice Principal or Inclusion Lead.

### Learning Support

- To support primary pupils' Additional needs in the areas of communication and interaction, cognition and learning, social, emotional, and mental health and sensory and/or physical needs.
- To support primary pupils with SEND needs through liaison with pupils, staff, parents, and external professionals.
- To support the Inclusion Lead with writing and acting upon documentation regarding Education, Health and Care plans.
- To support the development of secondary pupils by tracking, recording and evaluating data pertaining to pupil progress.
- To provide one-to-one and small group teaching across the four broad areas of need, including speech and language, reading, writing, maths, English as an additional language and social-emotional development.

## **Support for the school**

- Supervise pupils in playgrounds, lunchrooms etc 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**

- Actively promote the safety and welfare of our children and young people
- Ensure compliance with Ark network data protection rules and procedures.
- Liaise with colleagues and external contacts at all levels 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.



## Person Specification: Primary Graduate Teaching Assistant

### Qualification Criteria

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

### Experience & Knowledge

- 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.
- 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 confidentiality and discretion
- 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)

### Behaviour

- 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.

*Ark is committed to safeguarding and promoting the welfare of children and young people in our academies. 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.*

**For further information or to arrange a discussion, contact us at [recruitment@arkjohnkeatsacademy.org](mailto:recruitment@arkjohnkeatsacademy.org).**

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