**Graduate Teaching Assistant (Primary)**

**Ark Academy**

**Opportunity to join an ‘Outstanding’ all-through academy specialising in mathematics and citizenship.**

We are looking for inspirational and committed graduates to join our support team in Ark Academy. We are an all-through school based in state-of-the-art accommodation in Brent, set against the backdrop of the iconic Wembley Stadium. The school opened to reception pupils in September 2008 and then to year 7 in September 2010 when the brand new, all-through, academy was founded and the new buildings were completed. We are now full through to Year 13.

In its first Ofsted inspection the school was rated as ‘Outstanding’:

*“Pupils make outstanding progress in their studies. They greatly enjoy coming to school and attendance is high. Pupils behave well and they respond enthusiastically to the growing team of dedicated staff.”* (November 2010)

As a graduate teaching assistant you’ll provide support for pupils who need it most, working alongside the class teacher – either on a one to one basis or in small groups. You’ll serve as a motivational role model and work to establish a supportive and nurturing environment in which pupils can make rapid progress both academically and socially.

This role is perfect for someone who wants to become a teacher in the future. It acts as a springboard and training ground for graduates who want to learn how to teach and build transformational relationships with pupils. We are also able to offer a clear pathway of progression into the teaching profession through the Ark Schools Direct training programme (http://arkteacher training.org). We have a really good track record of previous recruits becoming teachers, many completing their training with us at Ark Academy

For further information please go to [www.arkacademy.org](http://www.arkacademy.org). If you would like any further information or wish to discuss this role, please contact the recruitment team at [recruitment@arkonline.org](mailto:recruitment@arkonline.org) and 0203 116 6345. Please submit your application via the following link: <https://goo.gl/4YvBuE> by  **11am, Monday 18th September 2017.**

Applications will be reviewed on a rolling basis; candidates may be contacted prior to the closing date.

**Deadline: 11am, Monday 18th September 2017**

**Salary:** Ark support staff band 5, £21, 406 per annum, pro rata (£18,803.12 actual salary per annum, pro rata)

**Contract:** Fixed term until 21st July 2018

**Hours:** Term-time only (40 weeks per annum), 36 hours per week

**Location:** Wembley Park, London (two-minute walk from Metropolitan and Jubilee line tube lines)

**Start date:** ASAP

*Ark Academy is committed to safeguarding children; successful candidates will be subject to an enhanced Disclosure & Barring Service check. Ark is always happy to receive speculative applications from excellent teachers and support staff.*

**Job Description: Graduate Teaching Assistant (Primary)**

**Reports to:** SENCO/ Inclusion Manager

**Start date:** ASAP

**Salary:** Ark support staff band 5, £21, 406 per annum, pro rata (£18,803.12 actual salary per annum, pro rata)

**Contract:** Term-time only (40 weeks per annum), 36 hours per week

**The Role**

To support pupils, parents, teachers, and the school to establish a supportive and nurturing learning environment in which children make rapid academic progress and form habits of excellence.

**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**

* Promote inclusion and acceptance of all pupils in the school, including those with physical, learning and behaviour difficulties
* Work with teachers to assess the needs of individual children
* Work with the SENCO and other teachers to implement Individual Education Plans and develop resources for pupils who have: English as a second language, speech or language impairments, or behaviours that interfere with learning and/or relationships
* Plan and facilitate group teaching
* Plan and undertake direction for one to one teaching and intervention
* Observe, record and feedback information of pupil performance
* Assist in creating materials for curriculum delivery and display boards
* Assist with whole class teaching
* Assist with behaviour management within and outside the classroom.
* Provide off-site community based opportunities for pupils, if appropriate to the job assignment.
* Assist pupils' achievement outside of the classroom, e.g., computer lab, library.

**Other support**

* Supervise pupils in playgrounds, lunchrooms, etc.
* 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
* Run extra-curricular activities and participate in trips and visits.

**Other**

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

**Person Specification: Graduate Teaching Assistant (Primary)**

**Qualification Criteria**

* Maths and English GCSE or equivalent at grade B or above
* Qualified to degree level
* 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 judgments 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 subject to an enhanced Disclosure and Barring Service check.

*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. This process is outlined* [*here*](http://arkonline.org/sites/default/files/Ark_safe_recruitment.pdf)*, but can be provided in more detail if requested. All successful candidates will be subject to an enhanced Disclosure and Barring Service check*.