



Ark Isaac Newton
Academy

Primary Teaching Assistant

Ark

Dear Candidate,

I am delighted to introduce you to Ark Isaac Newton Academy, a brand new, purpose-built, all-through school for students aged 4-18 in Ilford.

Our staff work tirelessly to ensure that each and every student is supported and stretched to reach their full potential. We focus on working towards achieving our vision '**Together, we build a kind, safe and inclusive environment that instills the knowledge and character necessary to reach transformational destinations**'. Commitment to our vision has already delivered a series of great successes highlighted in October 2018 when the academy was judged by Ofsted to be outstanding in all areas.

Joining Ark Isaac Newton Academy in September 2020, I have spent more than a decade as a senior leader, a large portion of this within an all-through school. There is something incredibly special about working in an all-through school, which makes me committed to delivering the highest quality education to all the students at Isaac Newton Academy and will build on the successes already enjoyed by the school, especially highlighted with our amazing year 6, 11 and 13 academic outcomes in 2022.

Our academy aims to be a 'home from home' for both staff and students. My belief is all students deserve a great school and staff a great place to work. Therefore, we are very clear with the culture that we wish to cultivate for our community. Central to this is being a mission led organisation, which is at the heart of everything we do and outlines our ambition, that goes beyond ensuring our students have excellent academic outcomes. Ultimately, working for Ark Isaac Newton Academy is about being part of something unique where aspirations for all people are incredibly high. We certainly want like-minded people to join our organisation and live our mission each day, every day: ***Striving together to be pioneers whose legacy makes a positive difference for our world.***

I wish you the best with your application.



Morgan Haines
Principal



Our Mission

Striving together to be pioneers whose legacy makes a positive difference for our world.

Our Vision

Together, we build a kind, safe and inclusive environment that instils the knowledge and character necessary to reach transformational destinations.

Our Values & Beliefs

- **Integrity** – We are true to our values, doing what we say; we always do the right thing, even when it's hard and nobody is watching.
- **Kindness** – We always support each other, show genuine care and consider the feelings of others in all our actions and words.
- **Professionalism** - We model pride and positivity in all that we do; we are always respectful and take responsibility for our actions.
- **Growth mindset** – We work hard; we are resilient in adversity and unafraid of failure, always embracing our mistakes and celebrating our growth.
- **Excellence** – We are highly ambitious, doing the best in all we do to become the greatest version of ourselves.
- **Community** – We are unified, valuing relationships that create an environment where everybody is accepted and belongs.



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.

All Ark Schools prioritise six key principles:

- High expectations
- Excellent teaching
- More time for learning
- Knowing every student
- Exemplary behaviour
- Depth before breadth

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.

Job Description: Primary Teaching Assistant

Reports to:	Primary Vice Principal/Year Team Leader
Start date:	As soon as possible
Hours:	36 hours per week, 40 weeks per year (term time plus 5 days)
Salary:	Ark Support Staff Scale, Band 5 (£26,423-£29,886) pro rata per annum, depending on experience
Contracts:	Permanent and Fixed Term contracts available
Closing date:	Ongoing

The Role

- To deliver outstanding support to pupils, parents, teachers, and the school to establish a supportive and nurturing learning environment in which children make outstanding academic progress

Responsibilities

- To support individuals and groups of pupils to help them learn
- 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
- Ensure that identified children are able to access the curriculum through further differentiation/planning/preparation or modification of programmes/activities
- Work with teachers to assess the needs of individual children
- Work with the classroom teachers to implement Personalised Learning Plans and develop resources for pupils who have: English as an additional language, speech or language impairments, or behaviours that interfere with learning and/or relationships
- Plan and facilitate small group teaching
- Plan and undertake direction for one to one teaching and intervention
- Observe, record and feedback information of pupil performance
- Give written and verbal feedback to pupils about their work
- Assist in creating materials for curriculum delivery and display boards
- Assist with whole class teaching
- Model tasks with the teacher
- 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
- Assist pupils who Special Educational Needs or Disabilities

Other support

- Supervise pupils at play and lunchtimes 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
- To undertake any other professional duties as set down in the Ark pay and conditions of service document, and as directed by the Headteacher/Principal.

Person Specification: Primary Teaching Assistant

Qualification Criteria

- Certified teaching assistant course or training (desirable)
- Maths and English GCSE or equivalent at grade C or above
- Qualified to degree level (desirable)
- Right to work in UK.

Knowledge

- Up to date knowledge of the EY & Primary curriculum

Experience

- Experience of establishing successful learning relationships with a variety of pupils at the relevant age
- Experience of the role of a TA and in particular classroom organisation and management
- Experience of working with pupils with SEND
- Experience of supporting the planning and delivery of the curriculum

Behaviours & Qualities

Personal characteristics

- Vision aligned with Ark and the Academy's high aspirations and high expectations of self and others
- Genuine passion and a belief in the potential of every pupil
- Helpful, positive, calm and caring nature
- Able to establish good working relationships with other Teaching Assistants, Learning Support Assistants and teachers
- Able to follow instructions accurately but make good judgments and lead when required.

Specific skills

- Strong communication skills, including written and oral
- Good numeracy and literacy skills
- Competent with computers and other technology
- Good administrative, organisational and time-management 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
- Understands the importance of confidentiality and discretion.

Other Desirable Training and Skills

- First Aid training
- Training and practice in Ruth Miskin's 'Read, Write Inc.'

Other

- This post is subject to an enhanced Disclosure and Barring Service check
- The post holder must be committed to safeguarding the welfare of children and to providing equality of opportunity.

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](#), but can be provided in more detail if requested. All successful candidates will be subject to an enhanced Disclosure and Barring Service check.