



Lead Teaching Assistant (Compass)

Reporting to:	Head of Internal Alternative Provision
Location:	Ark Alexandra Academy
Contract:	Permanent
Working Pattern:	Full Time, Term Time (36 hours per week, 39 weeks per year) – possibility to be flexible for the right candidate
Start date:	02 January 2024
Closing date:	9.00am on Tuesday 28 November 2023
Salary:	Ark Support 6: Pay Points 8-19: £24,702 -£29,777 per annum (pro rata)
Actual salary:	£21,247.86 – £25,613.21

Ark Alexandra

Joining our school team is an excellent opportunity for a proactive person who wants to make a lasting difference to the communities they serve.

Ark Alexandra is a two-campus secondary academy with a Sixth Form provision 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.

This is an opportunity to join us as a Lead Teaching Assistant and help us create a truly great school for the young people of Hastings.

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.

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 a 8am - 5.30pm/weekend work-related communication curfew to ensure our staff can maintain a work/life balance. We do not do knee jerk reactions, fads or last-minute deadlines. Our systems and processes for communication, marking and feedback and assessment are streamlined and the approaches we take are 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, no mobile phone school.
- Our curriculum is traditional and academic, and we do not take shortcuts to boost our position in school league tables.
- 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.
- We offer health benefits such as a subsidised gym membership, Healthcare Cashplan, Cycle to Work scheme and Employee Assistance Programme or if you prefer retail therapy, staff discounts (online and in-store) via instant vouchers or reloadable gift cards from the Ark Rewards scheme.
- We offer a wide range of enrichment opportunities for our students that have excellent attendance and feedback.

If you are ready to add further value to our dedicated, hard-working internal alternative provision team and 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.

The Role and the Department

As a Lead Teaching Assistant, the successful candidate will provide specialist support for pupils, parents, TAs and teachers, to establish a supportive learning environment in which children make excellent academic progress. The successful candidate will be part of our internal alternative provision for students with social, emotional and mental health needs, working in class to support students and 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 high-achieving, non-selective schools and one of the country's top-performing academy groups. We run 39 academies in London, Birmingham, Hastings and Portsmouth educating more than 28,500 students.

Our 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.

To find out more about Ark Alexandra, please visit our website via www.arkalexandra.org or for further information about Ark Schools please read the attachment – Why join an Ark school?

Closing Date: Tuesday 28 November 2023 at 9am.

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.

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Salary:	Ark Support Scale 6: Pay Points 8-19, £24,702 - £29,777 per annum (pro rata)

The Role

As a Lead Teaching Assistant you will provide specialist support for pupils, parents, TAs and teachers, to establish a supportive learning environment in which children make excellent academic progress. You will be part of our internal alternative provision for students with social, emotional and mental health needs, working in class to support students and 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.
- Work with the Head and Deputy Head of Internal Alternative Provision to coordinate the provision for SEND students
- Analyse data and use this to inform your planning.
- Provide Compass teachers with 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 Head of Internal Alternative Provision and other teachers to assess the needs of individual children.
- Adapt and develop resources for your target students, ensuring their safety and enabling them to access the curriculum.
- 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.
- Assist with whole class teaching in Compass
- 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.
- Create additional needs plans for children identified at SEN Support and review three times a year

- 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

Support for the school

- Supervise pupils in and around the Compass East and West buildings and wider school 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 (Compass)

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.
- 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.

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](#).