



SEN Learning Support Assistant

Information Pack February 2012





17-23 Third Avenue
London
W10 4RS

February 2012

Dear applicant,

Thank you for taking the time to find out more about ARK Atwood Academy in Westminster and the possibility of working here. Included in this information pack is information about the academy, ARK Schools (who sponsor the academy) and the role of SEN Learning Support Assistant.

ARK Atwood Primary Academy opened with its first two reception classes (60 pupils) in September 2011. It is a mixed, non-denominational, two form entry primary school for local children in Queen's Park, North Westminster. It offers a great education in a friendly neighbourhood school with the highest possible aspirations for its pupils. The academy opened with two reception classes and will grow each year until it has children from 3 -11 years. ARK Atwood Academy is an ARK primary school. ARK academies are happy, well-run schools characterised by high ambitions, high achievement and exemplary behavior.

Having had the privilege of starting a new school from scratch, we have set the highest expectations and made outstanding progress from the start.

We are looking to recruit an outstanding SEN Learning Support Assistant to work one-to-one with a Reception pupil with ASD (Autistic Spectrum Disorder). The Learning Support Assistant will establish a supportive and nurturing learning environment in which the pupil can make good academic progress.

This is a unique and exciting opportunity to join us as we grow, and at a stage where you can make a real and lasting difference. Our ideal candidate will be committed to ARK Atwood's ethos of high expectations and no excuses and have experience of working with ASD students, ideally within a school environment.

To find out more, please visit: www.arkatwoodprimary.org.

To apply, please complete our online application form via: <https://application.arkschools.net/?r=BrxN9PFt> by **9.00am on 21 February 2012**. If you have any queries, please contact Holly Harris on 0203 116 0894 or holly.harris@arkonline.org.

I look forward to receiving your application.

Yours Sincerely,

Daniel Upfield
Headteacher



About ARK Atwood Primary Academy

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When the school is full it will provide 450 places, comprising:

- 30 Nursery places
- 420 Primary places (180 in Reception and KS1; 240 in KS2)

Our aims

We hope to create not only an outstanding school, but a community of pupils, parents and teachers with shared determination to do whatever it takes to achieve success.

Our school has the highest academic aspirations and a caring and family oriented culture. We are committed to making sure we know each of our pupils well and involving their families in the life of the school.

High aspirations

We want every pupil to achieve as highly as they can. We concentrate on depth before breadth so that every child masters a firm and fluent understanding of English and mathematics early in their school career. Our knowledge of every pupil and frequent assessment of their progress ensures that every child is challenged and those who can go faster or who need more time receive the appropriate support.

Our Curriculum

ARK academies have a special focus on mathematics and we invest to attract and train the best teachers. Atwood Primary teaches a distinctive, world-leading maths curriculum. Our aim is to ensure that every child achieves mastery of mathematics concepts, computational skills, problem solving and application of mathematics to daily life activities.

Performing arts are at the core of the ARK Atwood Primary Academy community. They are key to our learning and how we have fun. Collective participation in the performing arts builds a sense of community and develops skills in self-expression and performance. Our performing arts programme enables pupils to gain the knowledge and skills to enjoy and develop their interests. The primary programme focuses on dance, drama, singing and on instruments which are taught and played in groups. Our aim is for every pupil to play an instrument and sing confidently. Our young musicians will be encouraged to sit formal music examinations.

Our Vision and Values

Achieving Success

Every child to achieve above national expectations in both English and Mathematics by the end of Year 6 and be equipped to meet the challenges of secondary school and further education, through outstanding academic achievement, personal and social development.

"I am the best scholar I can be. I have the power to determine who I am, who I will become, and what I will do in life. I will stay focused on achieving success."





ARK Atwood academy's Vision and Values

Aspiration	Scholarship	Perseverance	Integrity	Respect & Responsibility	Enthusiasm
<p>We all achieve the best we can. We focus daily on doing whatever it takes to accomplish our goals.</p> <ul style="list-style-type: none"> • Every child is targeted to achieve year level expectations and above, every year. • We concentrate on depth before breadth so that every child masters a firm understanding of English and Mathematics. • Children with additional needs are taught appropriately with aspirational targets. • Our enrichment programme supports high aspirations and excellence and provides opportunities for all children. • Children can articulate their future goals, including further education and career aspirations. Children will be given opportunities that broaden their horizons and raise their own expectations of what they can achieve at school and beyond. 	<p>We are focused on excellence. Hard work and achievement are at the heart of our school.</p> <ul style="list-style-type: none"> • Teaching engages all children and is tailored to ensure that all children make progress in all lessons, and in the longer term, achieve ARK Atwood's aspirational outcomes. • We provide our staff with the tools and support to instil a strong learning culture in the school. • Thorough knowledge of every child and frequent assessment of their progress ensures that every child is challenged. • Learning time is extended to achieve our goals. • The behaviour policy ensures uninterrupted teaching and learning at all times. It is understood and used throughout the school community. • Exemplary behaviour is taught, modelled and reinforced consistently by everyone throughout the school day. 	<p>We believe in ourselves and never give up.</p> <ul style="list-style-type: none"> • Staff believe that every child, no matter what their starting point, can succeed in education. They persevere and do whatever it takes for pupils to succeed. • Children develop a 'can do' attitude for themselves and others. They complete tasks, are undeterred and never give up. • Children's attendance is excellent; they are punctual and ready to learn. • We all learn from mistakes and come back stronger. 	<p>We do the right thing and choose honesty. We are our best selves.</p> <ul style="list-style-type: none"> • Our values, meal times, manners, uniform and behaviour expectations are essential parts of our education programme and all members of our school community will display the highest standards in these areas. • We are committed to making sure we know each of our children well and involve their families in the life of the school. • We have the courage to challenge any underperformance or practice that does not reflect our core values in the pursuit of excellence for all children. • All members of the school community behave according to our values and beliefs. • The quality of honesty is promoted, practised and celebrated. 	<p>We treat others as we want to be treated. We look to ourselves to do what needs to be done – no excuses.</p> <ul style="list-style-type: none"> • Responsibility is shared; staff and children help each other at all times. • Roles and responsibilities are clear and well understood. • Children understand how they are doing and are encouraged to self-evaluate, understand and take responsibility for their progress. • We won't accept excuses and won't make any either. • Atwood is a happy, respectful, calm and orderly school. • Children are taught to be responsible for their actions and are aware of their effect on others. • Developing social responsibility; our pupils express concern for others, the environment and possessions. They take on real responsibilities, display self-motivation and a readiness to learn and will have developed a moral code that they have the confidence to follow both inside school and out. 	<p>We remain positive. We show our positivity. The positivity we show gives us strength.</p> <ul style="list-style-type: none"> • Highly motivated and enthusiastic staff and pupils lead to greater success and higher levels of achievement. • Success of the whole school community is shared and celebrated. • Our curriculum is broad, balanced and inspiring. • ARK Atwood provides a stimulating, high quality internal and external environment to promote excellence and enjoyment. • Children enter secondary school motivated and enthused to continue learning. They know their strengths and are provided with a confident platform to continue achieving success.



About ARK Schools

ARK Schools runs a network of eleven academies in London, Portsmouth and Birmingham. ARK Schools was created in 2004 to work with the Department for Education and local authorities to create new schools offering exceptional opportunities to children in inner cities through the academies programme.

Our aim is to help close the achievement gap between children from disadvantaged and more affluent backgrounds. Our academies focus on raising attainment so that every pupil has a real choice of going on to higher education when they complete school. Our schools are non-selective, community schools for local children. They are non-denominational other than where they replace a school that previously had a religious affiliation. ARK's academies are generally situated in deprived urban areas – just under half of pupils at ARK secondary schools are on free school meals, compared to around 15% nationally.

The ARK Schools Network

ACADEMY	BOROUGH	OPENED	AGE	OFSTED	
				Predecessor school	Section 5 inspection
Burlington Danes	Hammersmith	2006	11-18	Special measures	Good
King Solomon	Westminster	2007	3-18	New school N/A	Outstanding
Walworth	Southwark	2007	11-18	Satisfactory	Good (with outstanding capacity to improve)
Globe	Southwark	2008	3-18	Special measures	Good (with outstanding capacity to improve)
Evelyn Grace	Lambeth	2008	11-18	New school N/A	Satisfactory
Ark	Brent	2008	3-18	New school N/A	Outstanding
Charter	Portsmouth	2009	11-18	Notice to improve	Good (monitoring visit)
St Alban's	Birmingham	2009	11-18	Good	Outstanding
ARK Atwood Primary	Westminster	2011	3 – 11	New school N/A	Pending
ARK Conway Primary	Hammersmith	2011	3 – 11	New school N/A	Pending
ARK Oval Primary	Croydon	2011	3 – 11	Special Measures	Pending

New schools: ARK is working with a number of governing bodies on proposals to open new primary academies in and outside London. We expect to open four secondary schools in 2012: Isaac Newton Academy in Redbridge and Bolingbroke Academy in Wandsworth, London, are new schools and Kings Norton High School in Birmingham and Elliott School in Wandsworth, both intend to convert to being ARK sponsored academies.



Our Vision

Our vision is to create a group of outstanding schools that radically improve our pupils' life chances. We want every pupil at an ARK academy to do well enough by the age of 18 to go to university or pursue the career of their choice. To achieve this we prioritise six key principles across our schools:

1. HIGH EXPECTATIONS

We set exceptionally high expectations for all our pupils which we reinforce constantly as they go through school. We believe every child can realise their potential with the right teaching and support.

2. EXEMPLARY BEHAVIOUR

Our schools are characterised by a respectful and orderly environment, where teachers can focus on teaching and pupils on learning.

All our schools aim for uninterrupted teaching and learning to make exceptional achievement possible. We don't accept excuses and we don't make any either.

3. EXCELLENT TEACHING

Nothing is more important than excellent teaching, underpinned by high quality professional development. We make intelligent and appropriate use of data to improve teaching and the curriculum and to ensure that no child is left behind. We draw on evidence and experience of the best ways to achieve excellent outcomes for all children.

4. MORE TIME FOR LEARNING

Our longer school day provides more time to embed core subjects and to extend the curriculum through enrichment. Our curriculum is planned to provide pathways from any level at entry to high achievement at exit.

5. DEPTH BEFORE BREADTH

A strong command of English and mathematics is a vital foundation for the whole curriculum. We prioritise depth before breadth, so that all pupils secure firm foundations in these core subjects as early as possible.

6. SMALL SCHOOLS

ARK academies are organised as small schools so that every pupil knows and is known well by every teacher within their small school. Positive relationships between pupils reinforce a culture of excellent behaviour and commitment to learning.



Achievement to Date

Primary results

- At King Solomon, Ark and Globe Academies key stage one pupils achieved results well above local and national averages in every subject in 2011. Despite starting from relatively low baselines, an average of 68% of pupils reached level 2a across their subjects, compared with 43% of pupils in primary schools nationally.
- In Globe Academy 93% of pupils achieved Level 4+ in English and maths - 10% above the national average.
- King Solomon Academy and Ark Academy are both rated as 'outstanding' by Ofsted.

Secondary results

- ARK Schools has secured a fifth year of improved GCSE performances across its academies. ARK's five academies with GCSE results achieved an average rise of 11 percentage points over last year.
- Since each school opened as an ARK academy the average annual increase in pupils achieving five GCSEs at A*-C including English and mathematics is also 11 percentage points.
- ARK academies are now outperforming national attainment in the key subjects of English and mathematics. In mathematics, 73% of ARK pupils achieve A*-Cs compared with 59% of pupils nationally. In English 69% of all ARK pupils now achieve A*-C grades, compared with 65% nationally.
- Overall 61% of our pupils achieved five good GCSEs with English and maths, ahead of the national level of attainment (58%, 2011).

% pupils passing 5 GCSEs A* - C (including English and Maths)	Opened	2009	2010	2011	Percentage point increase 2010 - 2011	Average annual percentage point increase since opening as ARK academy
Burlington Danes	2006	50	67	75	8	9
Walworth	2007	45	59	70	11	11
Globe	2008	35	42	45	3	6
St Alban's	2009	31*	50	67	17	19
Charter	2009	21*	24	39	15	9
Average across ARK Schools					11	11

*Denotes result for predecessor school

Sixth form results

- More than two thirds of ARK's first Sixth Form cohort, at Burlington Danes Academy, secured places at their first choice university. Students are going to leading institutions including Warwick, Bristol and King's College London.



Benefits for Staff

We are committed to recruiting, developing and supporting excellent staff within the network. Alongside our continued focus on professional development through the Summit, Hub Days and the Training Menu we also offer a variety of other benefits. These benefits have been chosen to help our employees develop professionally, plan their finances and look after their wellbeing.

MA bursary - ARK Schools offers teaching staff the opportunity to further their knowledge and understanding of education through a subsidised part-time MA at King's The MA bursary covers the majority of the circa £4,000 course fee, with teachers expected to contribute just £1000.

ARK Rewards – ARK Schools has a saving scheme for all employees. Employees can access up to £1,000 in savings a year from over 3,000 major retailers, receive up to 40% discounts at a wide variety of gyms and sign up for a cash rewards healthcare programme.

- **Discounts** – Save up to £1,000 a year through store discount cards, or cashback with online shopping.
- **GymFlex** – Save up to 40% at your local gym.
- **Healthcare** – This low cost plan gives you money back towards the cost of your optical bills, dental costs and consultations.

Interest Free Loans – ARK Schools offers employees up to £5,000 in interest free loans for season ticket or bicycle purchases.

Childcare Vouchers – All employees are eligible for tax free childcare vouchers as part of a salary sacrifice scheme.

International development opportunities – In spring 2011 the mathematics leads from across the network visited Singapore in order to examine and share best practice. There have also been on several other trips this year – the staff from King Solomon Academy visited the best charter schools in New York and the primary leaders from across the network also visited various charter schools in New Orleans.

Suggest a Candidate Scheme – ARK Schools rewards employees for nominating candidates who are successful in being offered (and accepting) a role in an ARK School.



Job Description: SEN Learning Support Assistant

Reports to: SENCO
Start date: Immediate
Salary: £18,210 - £20,665 pro rata per annum
Hours: 20 – 32.5 hours per week, term time only

The Role

To provide support to a pupil on the autistic spectrum, and to work in collaboration with the class teacher and teaching assistant to establish a supportive and nurturing learning environment in which the pupil can make good academic progress.

Key responsibilities

- Support an individual pupil and address their specific needs
- To liaise with the parents of the pupil
- To work in collaboration with the class teacher to set personalised targets
- To implement the school's behaviour policy

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 pupils
- Work with the SENCO and other teachers to implement Individual Education Plans and develop resources for pupils
- 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 behaviour management within and outside the classroom.
- Assist pupils' achievement outside of the classroom, e.g. computer lab and library

Other support

- Supervise pupils in playgrounds
- Assist with follow-through for related services, e.g. speech/language therapy, occupational therapy and physical therapy
- Maintain pupil and family confidentiality
- Attend regular meetings and training as required

Other

- Undertake other various responsibilities as directed by the Headteacher.



Person Specification: SEN Learning Support Assistant

Qualification Criteria

- Certified teaching assistant course or training
- Right to work in UK
- Attended relevant ASD courses

Experience

- Experience of establishing successful learning relationships with a variety of pupils at the relevant age
- Experience of working with pupils on the autistic spectrum
- Experience of supporting the planning and delivery of the curriculum

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 other Learning Support Assistants and teachers
- 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
- Understands the importance of confidentiality and discretion

Other desirable training and skills

- First Aid training

Other

- Commitment to the safeguarding and welfare of all pupils
- This post is subject to an enhanced Criminal Records Bureau disclosure.



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ARK Schools, Safe Recruitment Procedure

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. This process is outlined below, but can be provided in more detail if requested.

Disclosure

This post is classified as having substantial access to children, and appointment is subject to an enhanced police check of previous criminal convictions (CRB). Applicants are required, before appointment, to disclose any conviction, caution or binding over including 'spent convictions' under the Rehabilitation of Offenders Act 1974 (Exemptions) Order 1975. Non-disclosure may lead to termination of employment. However, disclosure of a criminal background will not necessarily debar individuals from employment – this will depend upon the nature of the offence(s) and when they occurred.

Shortlisting

Only those candidates meeting the right criteria will be taken forward from application.

Interview

1. Longlisted candidates will be subject to a screening interview at ARK. Those shortlisted will take part in an in-depth interview process including a lesson observation.
2. Candidates will be asked to address any discrepancies, anomalies or gaps in their application form.

Reference checking

References from the previous and current employer will be taken up for shortlisted candidates, and where necessary employers may be contacted to gather further information.

Probation

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 they have been employed. It provides the academy with the opportunity to monitor and review the performance of new staff in relation to various areas, but also in terms of their commitment to safe guarding and relationships with pupils.