



Teaching Assistant and SEN Learning Support Assistant Job Opportunities

Information Pack
February 2012



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Dear candidate,

Thank you for taking the time to find out more about Teaching Assistant (TA) and SEN Learning Support Assistant (LSA) job opportunities at ARK Schools. Included these pages is information about ARK Schools (who run the academies), the job opportunities and how to apply.

ARK Schools currently runs a network of eleven, non-selective, inner-city, comprehensive schools in London, Birmingham and Portsmouth, and is set to open more this September. Our vision is to radically improve pupil's life chances. We don't accept excuses, and we don't make any either.

As a result of our new schools opening in September, and with the growth of our current schools, we are looking to hire several Teaching Assistants and one-to-one Learning Support Assistants to work in our primary and secondary schools.

TAs will be required to support teachers on a whole class basis. LSAs will provide one-to-one classroom support for students with Special Educational Needs (SEN). To find out more about these roles please see the job descriptions on page 7 (for TA) and page 9 (for LSA).

The recruitment process:

- Please apply online at <https://application.arkschools.net/?r=jrSrDQwZ>
- First interviews at ARK Schools head office for shortlisted candidates
- Successful candidates added to the Teaching Assistant/Learning Support Assistant pool
- School based interviews and assessment for specific roles

For further information please visit our website www.arkschools.org. The deadline for applications is **9am on Wednesday 22nd February**. Please state on your application your preference for a Teaching Assistant or an SEN Learning Support Assistant.

If you would like any further information or wish to discuss the role, please contact Holly on 0203 116 0894 or holly.harris@arkonline.org.

We look forward to hearing from you.

Yours sincerely,



Lucy Heller, Managing Director

Meet our current Teaching Assistants and Learning Support Assistants

To provide you with a feel of what it is really like to work in an ARK School, we have asked some of our current Teaching Assistants and Learning Support Assistants to share their experiences and why they chose to work for ARK Schools.



King Solomon Academy, Westminster, London

Teaching Assistant: Jason Ofori

Before joining King Solomon Academy in September 2011, Jason worked as a Learning Support Assistant in a Primary School in South East London, working one-to-one and in small groups with pupils with SEN needs.

Working for an ARK primary school has been a positively challenging experience. The academies open door policy ensures I feel comfortable to ask for support from all middle and senior managers, as well as other teachers and support staff. I am constantly trained by experienced lead teachers and the academy ensures my training is reflective of my performance. The academy has made a big influence on my professional development and is currently supporting my application for the GTP programme.



Burlington Danes Academy, Hammersmith, London

Inclusion Coach / Learning Mentor: Julie Grayling

Julie joined Burlington Danes Academy in September 2008. Prior to this she worked as a Centre Manager for a local training provider, offering a variety of courses for Post 16 NEET students across West London.

I became interested in the position advertised as it provided me with the chance to support students to reach their full potential by removing any barriers to their learning. I have been involved in the ARK network for four years. I value the ethos of ARK Schools which focuses on attainment for all. I really enjoy seeing that my work has an impact on the lives of individual students. I have also felt valued by the ARK network and BDA as I have been given the additional responsibility of a form group. I feel I play a real part in helping more vulnerable students realise their full potential



Ark Academy, Wembley, London

Learning Support Assistant: Tracey Gallagher

Before joining Ark Academy Tracey had been working as a self-employed child minder. She originally joined Ark Academy in 2008 as a Middy Meals Supervisor and now undertakes a dual role, also working one-to-one with a statement child.

I have found it challenging but very rewarding, no two days are the same. I enjoy being in the classroom working with a range of children with different needs. I am currently undertaking the Introduction to Teaching Assistant course – it has helped by giving me an insight into what is required to be a TA in a primary school. At the ARK Summit I was nominated in the staff awards which was great because it feels like I am being noticed and my hard work is being recognised

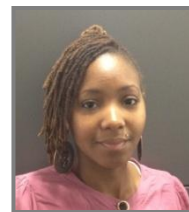


Globe Academy, Southwark, London

Teaching Assistant: Chyvonne Brown

Chyvonne has a background in teaching music and has also worked with children with Special Educational Needs (SEN). She joined Globe in 2008 after completing her Foundation Degree in Teaching/Learning.

I have found the experience of working at Globe Academy to be both rewarding and enriching. I have had many opportunities to develop my skills and expertise in areas related to the Performing Arts. My role is unique because I am split between supporting in class and Teaching Music. In 2011, in the run up to the ARK One Voice Event, I was provided with further training and support in the area of conducting. The Ark Network has enabled my career to reach new heights and this is just one of the many reasons why I have remained committed to Globe Academy.



About ARK Schools

ARK Schools runs a network of eleven academies in London, Portsmouth and Birmingham.

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: Three new secondary schools will be opening in 2012 as part of the ARK Network: Isaac Newton Academy located in Redbridge in Essex, Bolingbroke Academy located in Wandsworth in London, and Kings Norton Academy located in Birmingham. A number of primary schools will also be opening as part of the Network, in London and Birmingham.

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**
2. **EXEMPLARY BEHAVIOUR**
3. **EXCELLENT TEACHING**
4. **DEPTH BEFORE BREADTH**
5. **SMALL SCHOOLS**

Achievement to Date

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).

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.

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.

ARK Schools staff benefits

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.

ARK Rewards – ARK Schools has a discount 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 money back 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.

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: Teaching Assistant

Start date:	Dependent on role
Salary:	Highly competitive
Hours:	Full and part-time positions available
Locations:	London, Birmingham, Portsmouth

The Role

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

Key responsibilities

- Support individuals and groups of pupils to help them learn.
- 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 small 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.

Other

- Undertake other various responsibilities as directed by the Headteacher and Inclusion Manager

Person Specification: Teaching Assistant

Qualification Criteria

- Certified teaching assistant course or training
- Right to work in UK

Experience

- Experience of establishing successful learning relationships with a variety of children at the relevant age.
- Experience of the role of a TA and in particular classroom organisation and management.

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 LSAs 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

- Training and practice in Ruth Miskin's 'Read and Write Inc.'
- An interest in music and the ability to play an instrument.
- First Aid training.

Other

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

Job Description: SEN Learning Support Assistant

Start date:	Dependent on role
Salary:	Highly Competitive
Hours:	Full and part-time positions available
Locations:	London, Birmingham, Portsmouth

The Role

To provide support to pupils with Special Educational Needs (SEN), 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 individual pupils and address their specific needs
- To liaise with the parents of the pupils
- 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 require

Person Specification: SEN Learning Support Assistant

Qualification Criteria

- Certified teaching assistant course or training
- Right to work in UK
- Attended relevant SEN 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.

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. Candidates will be subject to an in-depth interview (of which there may be two such sessions; a screening at ARK followed by academy specific interview and, where appropriate, 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 academies 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.