



Ark St Alban's Academy Graduate Teaching Assistant

Ark St Alban's Academy is seeking talented and ambitious graduates to join our team for the remainder of this academic year.

In this role, you will join a school which consistently achieves transformational outcomes for children. You will have the opportunity to provide academic and pastoral support to pupils who are overcoming incredible adversity to achieve exceptional results. You will be working alongside colleagues who are experts in their field and you will be supported in gaining the experience needed to thrive on a schools-based teacher training route in the future.

Our school consistently secures excellent outcomes for our pupils.

Ark St Alban's Academy is a special place. We strive to address social and educational disadvantage by providing an academically rigorous education to every child.

70% of our pupils are drawn from households ranking in the top decile for income deprivation affecting children and our school has their eight highest percentage of pupils eligible for the Pupil Premium in the country. Despite this, the progress pupils make at Ark St Alban's Academy consistently places our school in the top 10% of schools nationally. In this role, you will have the opportunity to learn first-hand what it takes to provide a transformational education for young people.

Our graduate teaching assistants can make an immediate impact on the life chances of our young people.

This year, we are celebrating our first ever pupil securing a place at Cambridge. This sits alongside consistent successes in recent years in supporting multiple pupils in securing places on competitive courses such as medicine, dentistry and law. The number of pupils gaining places at Russell Group universities and prestigious apprenticeship providers also continues to grow.

However, we know that none of this success is possible if pupils are not taught to read, write and to do maths further down the school, and if pupils are not provided with the highly effective pastoral support and early help that they need. This is where graduate teaching assistants can have an immediate impact.

Our young people need your support now more than ever, and as a Graduate Teaching Assistant you'll be a pillar of strength to not only the pupils, but to the school and community. You will be a role model of what is possible. In this incredibly rewarding role you'll be supporting pupils, parents, and teachers to establish a learning environment in which children are able to flourish and fulfil their potential.

In joining our school, you will also be joining the Ark network.

The Ark Network leads its own highly-rated teacher training route, [Ark Teacher Training](#). This Ofsted 'Outstanding' rated teacher training provider has a track-record across the Ark Network and in our school of supporting Graduate Teacher Assistants in Ark schools, to become Trainee Teachers who go on to have long and successful careers in Ark schools.

Our school is also led by a Principal who was one of the founding cohort of Teach First teachers in the West Midlands. Throughout our school, there are leaders at every level who know what it takes to secure a place and to succeed on highly-rated teacher training routes and know how to lead others in following their path.

Our [website](#) can provide more information about Ark St Alban's Academy.

For an informal, conversation about the role please contact Katie Roberts on 0121 446 1323 or katie.roberts@arkstalbans.org.

Please submit your application online by visiting the [current vacancies](#) page on our website. The deadline for applications is **10.00am on Friday 30 September 2022**.

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| Start date: | September 2022 until 31 August 2023 |
| Location: | Conybere Street, Birmingham B12 0YH |
| Reports to: | Relevant Curriculum Leader |
| Salary: | Ark Schools support pay scale 5, £19,650 - £22,571 |
| Contract: | Fixed Term Contract until 31 August 2023 |
| Hours: | Annualised 40 hours per week, term time plus two weeks |

Ark St Alban's Academy
Job Description: Graduate Teaching Assistant

The Role

To provide outstanding support and guidance to pupils in their study and support the wider work of the school to achieve transformational outcomes.

Key Responsibilities

Learning Support

- Support pupil learning through the delivery of specific learning and academic programmes, setting high expectations whilst encouraging their independence and building their confidence
- Assist with whole class teaching, under the direction of a qualified teacher
- Use strategies, in liaison with the teacher to pupils in their learning objectives
- Promote inclusion, encouraging pupils to interact and work collaboratively
- Mentor students on a 1:1 and group basis, as well as planning and leading a series of booster and intervention sessions
- Observe, record and feedback information on pupil performance
- Assist in creating materials for curriculum delivery and display boards
- Assist in the preparation and delivery of in-class practical experiments
- Assist pupils' achievement outside of the classroom, e.g. computer lab, library

Support for the school

- Supervise pupils in playgrounds, lunchrooms etc 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

- Actively promote the safety and welfare of our children and young people
- Ensure compliance with Ark network data protection rules and procedures
- Liaise with colleagues and external contacts at all levels with confidence, tact and diplomacy
- Work with Ark Central and other academies in the Ark network, to establish good practice throughout the network, offering support where required

This job description is not an exhaustive list and you will be expected to carry out any other reasonable tasks as directed by your line manager.



Ark St Alban's Academy

Person Specification: Graduate Teaching Assistant

Qualifications

- Qualified to degree level and above
- Right to work in the UK

Knowledge, Skills and Experience

- Proven commitment to continued professional development and a readiness to reflect and self-evaluate to change, improve and develop.
- Experience of building appropriate, effective relationships with young people.
- Good literacy and numeracy skills.
- Good interpersonal and listening skills; a high degree of emotional intelligence; and an effective oral and written communicator with children, staff and parents.
- The ability to develop positive relationships with all young people.
- Well-developed planning & organising skills including time management, prioritisation, delegation and administration.
- Sound judgement and problem-solving skills.
- Understanding of the importance of confidentiality and discretion
- Able to deal with minor incidents, first aid, and pupil's personal health and hygiene with appropriate training
- Competent user of ICT.
- Ability to lead sessions for pupils after receiving training.
- Able to speak another language, play a musical instrument or coach a sport (desirable).
- Experience planning and delivering sessions for pupils (desirable).
- Experience of having worked successfully in at least one school in an urban, multi-cultural setting, teaching pupils from backgrounds of socio-economic disadvantage (desirable).

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, detail 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
- Calm and professional under pressure
- Understanding of the importance of confidentiality and discretion
- Flexible attitude towards work and demonstrates sound judgement

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 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.

Being part of the Ark network

Ark is an international charity, transforming lives through education. We exist to make sure that every child, regardless of background, has access to a great education and real choices in life. We know that great schools need great teachers, which is why we offer you the very best training and support at every stage of your career - from starting out as a trainee to running your own school.

Our highly-successful network of 37 schools educates over 20,000 students across Birmingham, Hastings, London and Portsmouth. They are achieving some of the best results in the country despite being largely in areas of historic academic underachievement.

Ark schools prioritise six key principles: high expectations; excellent teaching; exemplary behaviour; depth before breadth; more time for learning; knowing every child.

Ark invests significantly in a number of professional development programmes which complement academy level training:

- The Ark training menu: we have developed a bespoke training menu, which is accessible by all staff in the network offering a wide range of training modules to staff in all roles
- Network support: schools share CPD, allowing us to share best practice and role specific training across the network, facilitated by in-school and central staff
- Ark staff receive 10 training days each year rather than five creating time to collaborate with subject specialists within each school and across the network

Ark is at the forefront of changing education society through education. You can read more about how Ark is transforming lives through education [here](#).

Principal

Guy Rimmer graduated from the University of Warwick and became part of the very first Teach First cohort in the West Midlands. Having trained as an English teacher in Birmingham, Guy then went on to work for Teach First itself, coordinating teacher development activities for its alumni network. In 2010, he joined Ark Schools and began teaching at King Solomon Academy, an exceptionally successful start-up school in central London where he taught a number of subjects including Business, Geography and Religious Studies.



Guy held several leadership positions at King Solomon Academy, before becoming Head of Secondary in 2018. In ten years as a leader at KSA, Guy played a key role in the success of the first five cohorts to complete GCSEs and A-Levels at the school, cohorts which consistently placed in the top 1% nationally for pupil progress and from which, the majority of pupils regularly secured places at top-third universities after the completion of their sixth form studies. Guy joined Ark St Alban's Academy in September 2020 and he is determined to continue the work of building a school in central Birmingham which is a truly exceptional place to work and to study.

Ark Safer 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.

Disclosure

This post is classified as having substantial access to children, and appointment is subject to an enhanced police check of previous criminal convictions (DBS). 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.

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 safeguarding and relationships with pupils.

