



Ark
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ISAAC NEWTON
ACADEMY

Primary Teaching Assistant

Dear colleague,

Thank you for your interest in the post of Primary Teaching Assistant at Isaac Newton Academy, an ARK School. We are delighted to have this opportunity to introduce ourselves, to give some details about our school and to describe the kind of candidate we hope to appoint to the position.

Isaac Newton Academy opened in September 2012 in Ilford, East London, in brand new, purpose-built accommodation. The Academy has been carefully designed with ARK's philosophy in mind and has facilities and resources to support a rich and diverse 21st century curriculum. It has an intake of 180 year 7 students each year. 2018 has seen the secondary school reach its full capacity, with 1,125 students (900 11 – 16-year-olds and 230 sixth formers). In 2014 the primary phase of the Academy opened to 90 reception-aged pupils. This too has now reached capacity in 2020 with 630 students. The Academy benefits from joining a number of successful secondary and primary schools in the diverse Redbridge community as well as being part of the ARK Schools network.

We feel both privileged and excited to have been appointed as Isaac Newton Academy's Principal and Head of Primary. The chance to lead a new and outstanding school, develop the curriculum, policies and procedures is an exciting and rewarding role. We are committed to providing an inspirational and life-enhancing educational experience for all the young people who attend the academy.

In 2018 we had our second full OSTED inspection where we maintained our outstanding rating in all categories. However, we are not complacent and continue to strive to provide the best possible education for all of our students.

A new Primary Teaching Assistant at Isaac Newton Academy will be a key member of staff. First and foremost, we are looking for an individual who is committed to ARK's six pillars and feels as passionately as we do about the school's vision (outlined in the prospectus found on the Academy website). You will read that at Isaac Newton Academy we have extremely high expectations of ourselves and of each and every student. It is important that the post holder believes unswervingly that, regardless of background or prior attainment, every student entering the school has the potential to leave with a set of qualifications that will enable them to pursue their education at a top university. We are setting ourselves very ambitious goals, and the post holder will play a central role in ensuring that Isaac Newton becomes a truly great school. They will require determination, resilience, optimism and creativity in order to ensure that effective and efficient systems are in place to support every student to achieve their target grades.

Isaac Newton Academy is at the centre of the local community, with opportunities for the students' parents, siblings and neighbours to benefit from our amazing facilities. We are looking to appoint a Primary Teaching Assistant who shares this desire to enrich the lives of residents of Ilford and make the school a true community school.

And what you can expect from us? We will be committed to providing you with the environment, support and resources necessary to carry out your role to an outstanding level. We will prioritise your professional development needs. We will ensure that you receive supportive and developmental line management and coaching.

If what you have read about Isaac Newton Academy chimes with your personal educational philosophy, we very much hope that you will consider applying for the post. This is a key role in the Academy and a challenging yet highly rewarding opportunity.

Yours faithfully,



Morgan Haines
Principal



Tam Broadway
Head of Primary & Vice Principal

Our Vision

We are proud to have an ambitious vision that aims to equip every student with the knowledge, learning power and character necessary for success at university and beyond.

To achieve our vision, we believe in strong foundations that are rooted in the following:

- A curriculum that is rich in knowledge and develops mastery in each subject discipline, as well as intentionally building character.
- Excellent teaching and learning at the core, where we afford significant time in developing our staff to be experts in their subject.
- Have the highest standards of professionalism and behaviour so that learning time is always maximised.
- Build relationships that ensure everyone feels safe and included to express themselves.
- Create an environment whereby discovering passion and purpose is intentionally cultivated.



Student centred approach

Our learning community is a vibrant learning community that places students at the heart of all that we do. We fundamentally believe that the most important aspect of academy life is to create a learning environment that cultivates a feeling of safety, which intentionally builds confident and happy learners. We know that everyone has the potential to grow their intelligence, improve performance and expand their learning power through hard work. Our student-centred approach is achieved through the following key things:

- A commitment to providing extensive pastoral support, whereby all students have a tutor, pastoral leader and a member of the senior leadership team responsible for their well-being and academic progress.
- A specialist inclusion and safeguarding team that ensures the right support and interventions are given to those students who need them most.
- Investment in external mental health provision.
- Dedicated curriculum time given to developing the character of our students through our BRIDGES curriculum.
- Ensuring student leadership and voice has an active and prominent role across the academy, which helps influence and make decisions about academy life.
- An environment that celebrates diversity and emphasises the importance of inclusion at all levels; whereby tolerance and mutual respect are key aspects of our community

BRIDGES at Isaac Newton Academy

At INA, we know that developing our students’ character crucial to them living happy, fulfilling and successful lives. Our Bridges programme develops the following learning dispositions and characteristics:

“We build too many walls and not enough bridges”
Isaac Newton

CHARACTERISTIC	SHOWN THROUGH
<u>BRAVERY</u>	courage, creativity, leadership, experimentation, risk-taking, optimism
<u>RESOURCEFULNESS</u>	remembering, making connections, transferring, gathering, recycling, scavenging, questioning, reasoning, imagining, imitating
<u>INTEGRITY</u>	fairness, humanity, justice, citizenship, honesty, humility
<u>DISCOVERY</u>	curiosity, open-mindedness, enthusiasm, energy, noticing
<u>GRIT</u>	patience, persistence, resilience, determination, managing distractions, perseverance, concentration
<u>EMOTIONAL INTELLIGENCE</u>	listening, empathy, collaboration, sociability, reflectiveness, imagining, understanding, openness
<u>SELF-DISCIPLINE</u>	organisation, hard-work, patience, absorption, practicing, focus, prioritising, planning, prudence, revising, self-regulation, independence, motivation



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.

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: Deputy Headteacher/ Year Team Leader
Start date: September 2022
Location: Isaac Newton Academy Primary, 468 High Road, Ilford, IG1 1UE
Hours: 36 hours per week, 40 weeks per year (term time plus 5 days)
Salary: Ark Support Staff Scale, Band 5, £22,185 – £25,588 pro rata, depending on experience.
Closing Date: 10am, Thursday 19th May 2022

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.

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

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.