

Opportunity to join an 'Outstanding' all-through academy specialising in mathematics and citizenship.

Graduate Learning Support Assistant

Candidate Information Pack

October 2021

Dear Candidate

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

This is a unique opportunity to join a community of staff striving to maintain and continuing to create an outstanding comprehensive school. We are looking to recruit a skilled and committed Learning Support Assistant to work within English & Maths Departments.

Ark Academy is an all through school that offers excellent learning from nursery through to higher education. In an all through school, school parents can expect their son/daughter to transfer seamlessly from primary to secondary school. We now have three years of Ark primary students who have transferred to secondary. We are one and share the same values and expectations. Our aim is to ensure that all our pupils develop as high achieving, confident, articulate young people whose education fully equips them to go on to university or the career of their choice and this starts from an early age.

To apply, follow the link at https://arkacademy.org/vacancies by **9:00am on Monday 25 October 2021.** For an informal, conversation about the role, please contact Denise McKenna, Recruitment Manager on 020 8385 4370 or by email d.mckenna@arkacademy.org



We wish you the best with your application

Delia Smith OBE
Principal

CIVITAS

Ark Academy

The Principal

Delia Smith is the founding principal of Ark Academy. Previously she was the headteacher of St Angela's Ursuline School in Forest Gate for 14 years. She has also been a schools' inspector and was awarded an OBE for services to education.

About Ark Academy

We are a non-selective school specialising in **mathematics** and **citizenship** that serves children of all abilities. Our commitment is to know every pupil as an individual, and to foster the principles of team spirit, responsibility and care for others. Our pupils enjoy both a nurturing environment and the social benefits of a small school and the range and resources of a large, well equipped academy.

Facilities

Our buildings were designed by award winning architects Studio E (who created the successful design for City of London Academy in Southwark) and are organised to support calm and ordered learning. Pupils have access to specialist indoor and outdoor sports facilities, excellent science and ICT facilities, music, Design and Technology, art and drama studios and a 150 sqm, well-stocked and up-to-date library as well as inviting and well-equipped classrooms





About ARK Schools

ARK Schools 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 Schools has no faith affiliations.

All the 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 38 schools in the UK across London, Portsmouth, Birmingham and Hastings Each of our schools has its own distinctive character, reflecting its local community.

About the English Department at Ark Academy

As a department we believe teamwork and collaboration underpins our practice. We believe we are strongest when we work together and so we prioritise collaboration, sharing best practise and positivity to ensure that we always achieve our best. As a department we are passionate about developing students who are curious about language and life and believe that we must empower our learners to love to read. We believe that diversity and representation in our curriculum is pivotal and that without striving towards this we are denying our students access to the best that literature and language have to offer. Fundamentally, we know that with the correct support all students can write and speak confidently, fluently and engagingly in any situation that arises and therefore fully participate in the world around them.

Curriculum and Specifications

KS3: Our KS3 curriculum covers a range of Language and Literature, ensuring students gain exposure to the full depth and breadth of texts available. We alternate between Literature and Language foci for a half term and cover the following areas each academic year: Creative Writing; Non-Fiction Writing; Drama; Prose (both novels and short stories); Poetry.

We also have a dedicated reading hour in Year 7 where they are taught crucial reading skills and underpin success in the years ahead. Some of the texts and topics we engage with more closely are: Writing on the climate crisis; '*Things Fall Apart*' by Chinua Achebe; Dystopian Creative Writing; Comparative poetry exploring cultural identity; A range of Shakespeare plays including '*Romeo and Juliet*' and '*A Midsummer's Night Dream*'.

KS4: All students complete the GCSE in Literature and in Language with AQA and focus on the following texts: *Macbeth*; *Love and Relationships Poetry*; *An Inspector Calls*; *Dr Jekyll and Mr Hyde*

KS5: Students have the opportunity to study A-Level Literature at KS5 with Edexcel. The A-level is divided into 4 sections focusing on: Drama – *Othello* and *A Streetcar Named Desire*; Prose – *Frankenstein* and *A Handmaid's Tale*; Poetry – Collection of Romantic and Post-2000 Poetry; The NEA – An independent piece of coursework



About the Maths Department at Ark Academy

As a department we believe strongly in teamwork and co-plan our units of work to ensure consistency and best practice across all classes and year groups. As a department we are passionate about developing students who are curious about mathematics and the pathways that it opens to our students after they leave school. We believe strongly in developing skills in an applied setting, giving our students the tools required to enter an ever-growing technology-based workforce. Fundamentally, we know that with the correct support all students can develop numerical fluency and the problem solving skills required to succeed.

Curriculum and Specifications

KS3: Our KS3 curriculum covers a range of skills that develop their mathematical fluency across all areas of the subject – algebra, number, ratio, geometry and statistics/probability. With the support of pupil support, we have developed an additional maths curriculum and teach extra lessons in years 7,8 and 9 for lower attaining students to support them with their learning.

KS4: All students complete the GCSE in Mathematics, foundation or higher tier and a selection of students complete the FSMQ Additional Maths qualification, setting them up for A-level maths and further maths in the future.

KS5: Students have the opportunity to study A-Level Maths and Further Maths at KS5 with Edexcel. The A-level is divided into 2 sections focusing on pure and applied, with applied split into mechanics and statistics. Further maths is split into core pure and options modules – we usually do further statistics 1 and further mechanics 1, but have done further pure 1 and 2 in the past.



Job Description: Graduate Learning Support Assistant

Contract:	**Fixed Term Contract until 31 August 2022**
Working Pattern:	**Annualised hours contract 40 hours per week, term time plus two weeks**
Salary:	**Scale 5 pt 5 Actual Salary £23,427**

The Role

Young people need your support now more than ever, and as an Ark Graduate Teaching Assistant you'll be a pillar of strength to not only the students, but to the school and community after what has been a turbulent and uncertain time.

In this incredibly rewarding role you'll be supporting pupils/students, parents, and teachers, to establish a supportive learning environment in which children are able to flourish, get back on track and fulfil their potential.

You will support learning through the delivery of specific learning and structured academic intervention programmes to small groups of students/pupils. You will also provide cover for classroom teachers, using lessons planned by a teacher or supervise work set by a teacher.

This is a fantastic opportunity to be instrumental in our mission to provide every student, regardless of their background, a great education and real choices in life.

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 assist in behaviour management and to support 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 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.

This post is covered by Part 7 of the Immigration Act (2016) and therefore the ability to speak fluent English is an essential requirement for the role.

Ark is committed to safeguarding children; successful candidates will be subject to an enhanced Disclosure and Barring Service check.

Person Specification: Graduate Teaching Assistant

Qualifications

- Maths and English GCSE or equivalent at level 4 or above (or equivalent)
- 3 A Level's at grade C or above (or equivalent)*
- Undergraduate Degree.

*In secondary schools an English or Maths related degree or A level English or Maths is required

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 and 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

This post is covered by Part 7 of the Immigration Act (2016) and therefore the ability to speak fluent English is an essential requirement for the role.

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.

The DNA of Ark Academy

ARK ACADEMY MISSION STATEMENT

Ark Academy has at its core the pursuit of highest standards possible in education. We believe in high aspirations, high motivation and high achievement for all. Through our extended curriculum and community life we seek to meet the needs of the whole person. Civitas – Citizenship – is at our core. We will build a community of civic pride and social justice in which all members are equally valued. We are committed to the service of young people and to helping them play their full part in society.

In light of this we aim to:

- *Provide every student with the knowledge, skills, self-belief and motivation to be successful in their learning and lives*
- *Welcome, value and respect all who come to the school*
- *Build a community based on justice and a sense of personal responsibility*
- *Provide opportunities for all to experience CIVITAS whilst developing a spirit of tolerance and understanding for all cultures, traditions and faiths*
- *Promote dialogue and co-operation with the wider community*

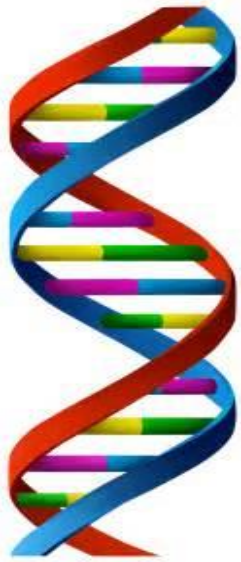
Our Driving Principles are:

- ***Excellence***
- ***Citizenship***
- ***Participation***
- ***Persistence***

Our goal

Our goal is that all students should be able to access higher education and participate fully in our democratic society.

Is based on the six pillars of Ark Schools and developed into our own unique 'feel' generated by a genuine buy in for our core values. Our values are also underpinned by our habits and 'the way we do things around here'. We believe that in Ark Academy the following principals are tangible and central to achieving our mission from reception through to Year 13.



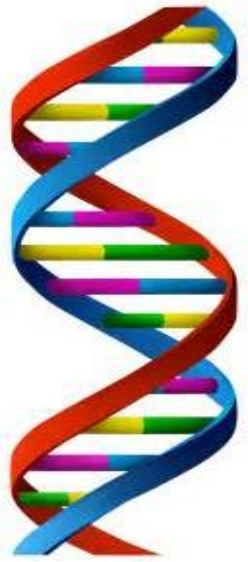


1. High Expectations

Students will develop the characteristics that support their academic achievement and will become thoughtful citizens who make good choices in their lives. We set very high expectations for all our pupils, whatever their starting point. We believe every child can realise their potential with the right teaching and support. Progress, from every starting point matters to us. We want every child at Ark Academy to do well enough by the age of 18 to go to university or pursue a career of their choice. We ensure that our pupils understand the wide variety of opportunities and pathways that are available to them.

We hold high expectations for all our pupils. Nothing is as important as the work we do to impact on the learning and lives of our students. Pupils understand the opportunities Ark Academy offers them and that we will do whatever it takes to help students achieve their goals. High expectations and the drive for strong outcomes permeate the school. Pupils and teachers understand that qualifications are the key and we are unapologetic in our pursuit of this. Our teachers are relentless in their efforts and know that co-

planning, coaching and forensic assessment are key to the success of our students. We take every opportunity through our extended curriculum and community engagement to ensure that our students grow and develop as well rounded, passionate and curious citizens. We know that children need to think deeply and more broadly about the world around them. We commit to ensuring every child enjoys a range of experiences that develops their social capital and develop their knowledge and their development as citizens in a democratic society. We ensure this through a variety of opportunities and programmes including our strong careers and enrichment programmes. Additionally we develop the learning habits that underpin academic success. Our students learn to think rigorously and creatively, read analytically, organise themselves, manage extended projects, debate and present themselves with confidence.



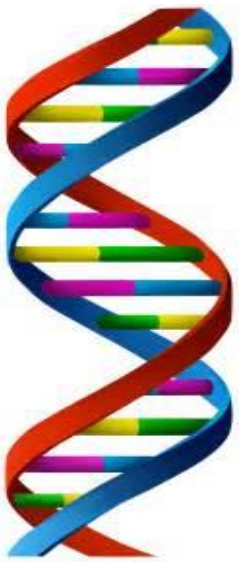
2. Excellent Teaching

Teaching and learning is the main thing. The promotion of high quality learning is at the heart of all our endeavours. We aim to inspire a future of passionate historians, mathematicians, scientists by delivering challenging and engaging lessons. Our teachers have excellent subject knowledge and are passionate about challenging each child to engage, stretch themselves and develop a love of learning. We use data intelligently to support our planning and ensure teaching is meeting the needs of students and improving outcomes.

Excellent teaching is underpinned by a clear view of pedagogy which promotes expert teaching. Through our lessons we **build student understanding** and work to ensure that knowledge is committed to the long term memory. Our teachers have a clear understanding of how the learning fits into the broader curriculum. We achieve this through curriculum planning which focuses on progression through the age-related curriculum. The concepts, knowledge and skills necessary to be successful are embedded at each stage so that students can successively access the curriculum as it becomes progressively more challenging.

We ensure consistency of provision and access to learning through our whole school commitment to co-planning. All lessons within a topic are delivered across the whole cohort. All teachers then adapt their plans to meet the learning needs of the class they are teaching but the key learning remains the same. We deliver our medium term plans through **Fertile Questions.** These knit together a sequence of lessons. The questions are thought provoking, challenging and holistic. We know this approach engages pupils and helps them see the links between concepts and knowledge.

3. Exemplary Behaviour and strong ethos based on Civitas



There is a compelling and inclusive moral purpose which drives the school forward and is represented by and reflected throughout the school by our motto and core value 'Civitas'. All members of our community recognise the meaning and spirit of Civitas and that we strive to reflect it in our daily lives. We want all our pupils to enjoy
school and develop enthusiasm for learning alongside an understanding of their future role in society. Effective management and clear consistent routines ensure that we maximise the time for learning and pupils are taught to be self-disciplined and self-regulating.

Ark Academy is a purposeful place of learning characterised by a respectful, orderly environment where teachers can focus on teaching and students on learning. We support one another and our students by the use of consistent routines. We are compassionately ruthless in ensuring that all students know and understand what is expected of them. Simply **consistency is king**. We know that routines are a team game and we share and implement practices and routines across the school, working as a team to give our students a consistent experience and create an excellent climate for learning. As a result, our students will know that routines help create an excellent school.

All our students and staff know that Civitas is about being a better human being and developing young community leaders with a passion for social action. We expect our students to develop as role models for those who follow them. We support civitas in a variety of ways but significantly through our relationships. Our reward system is based on the four core values of:

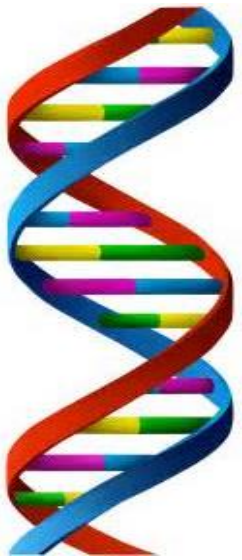
civitas, excellence, persistence and participation.

These permeate our school life and support our vibrant House System which supports team spirit, relationships and a positive school culture.

4. Depth for breadth

We prioritise depth for breadth. All pupils will secure firm foundation in English and mathematics and this underpins excellence in the other subjects. Our curriculum is rigorous and knowledge based which is reinforced by regular assessments that cumulatively build students' knowledge.
We offer a broad range of subjects from Early Years through to KS1, 2 and 3. At KS4 we offer academic pathways alongside a range of practical and creative subjects. In KS5 we offer academic pathways including a strength in

enabling subjects at 'A' level as well as rigorous and challenging vocational pathways. All pathways and progression through the academy are based on high quality careers and pathway support through, our whole school Ambitions Programme.



Our curriculum is planned backwards in each subject with big ideas (**fertile questions**) underpinning each area of academic study and building year on year ensuring progressively harder concepts are mastered. More time for English and maths is identified where it is most needed to help pupils catch up.

Our assessments, three times a year, cumulatively test students learning over the year. Revision is built into the curriculum to support our students' progressive understanding of how to learn independently. We place great emphasis on our **review week** which takes place after each formal assessment. This enables us to re-teach key aspects and students to fix areas of misconception. This is a key component of our feedback strategy. Alongside high stakes testing, all departments implement a variety of formative assessment and quizzes to test and reinforce their learning and feedback into teaching.

5. Knowing Every Child

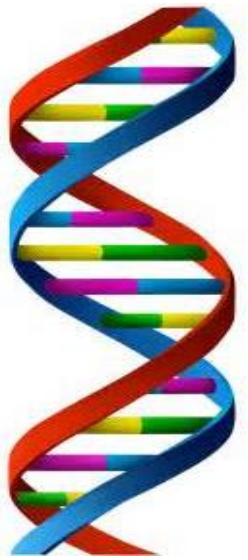
Ark Academy values the diversity and inclusivity of our school. We know it is important that every pupil knows they are well known by their teachers, so that every individual can flourish. In Ark Academy we explicitly develop through our core values and our unifying motto, Civitas, the character and habits which support pupils' academic and personal development. Our pastoral system ensures that every child has an adult who will listen to them. Positive relationships between students and adults reinforce a culture where children are safe and maintain excellent behaviour and commitment to learning.

Our pastoral teams and experienced support staff ensure that our pupils are known, understood and cared for. Our pastoral teams meet our parents three times a year and ensure they are aware of the progress and development of their child giving them the holistic view of their child's school life. We teach character education through our tutor and PSHE programme, reinforced by our assemblies. We support Civitas by the way we greet each other, talk to each other and take on responsibilities. Our positive approach in Ark Academy is supported by our rewards system based on our four core values, our tutor system and the house system.

Our teachers understand the most impactful intervention happens in the classroom knowing the class in front of you and ensuring their need is being met is our key commitment.

6. Always Learning in Ark Academy

We put professional development at the heart of what we do in Ark Academy. We are always learning. We are committed to identifying talent and nurturing individuals to create a community of exceptional teachers, highly skilled support staff, thoughtful managers and strategic leaders.
Excellent teaching is underpinned by high quality professional development which supports teacher progression. We are a community of learners. It is in our DNA to talk, observe, plan and reflect together.



Teaching is a craft we can always improve. We invest heavily in our provision of professional development. We know that this is the key to the development of our students and to us as educators. We also recognise that all teachers need their subject knowledge refreshing and developing.
We develop our knowledge and skills in Ark Academy in a variety of ways that link together to provide a wide range of opportunities to learn both on the job and from experts. Our teaching practice is developed through weekly mentoring, the weekly training programme, weekly co-planning meetings, through observation and feedback and, where possible, through co-teaching working alongside more experienced professionals.

Through our talk, training and observation we have a shared understanding and a common language that ensures the consistency of our agreed approach. We know the key conditions needed to create this community of learners are trust, risk-taking, collaboration, co-construction, common goals and shared values. All of these underpin our DNA.

Ark Academy learns it way forward, building in time for collective enquiry, reviewing evidence and continually striving for improvement. We evaluate our learning and support our staff to engage in evaluative, data-driven and strategic thinking related to their role. We also evaluate our learning at key assessment points, documented in **The Evaluation of Teaching and Learning** (ETAL). This enables individual teachers, subjects/key stages and senior leaders to learn through analysis. We are committed to research and reviewing educational thinking as a learning community sharing articles and best practice through our weekly bulletin and blogs. We believe Ark Academy and Ark Schools provides an excellent talent pipeline. As staff prepare to take on

or commence new leadership positions within Ark we support them through ongoing training, coaching others, delivering training and leading co-planning.

As a member of both our region and Ark Schools we have regular opportunities to share practice and train together, attend joint monitoring visits or collaborate within our subject area. We are also a member of The Prince's Teaching Institute which supports the development of subject knowledge.

ARK ACADEMY SIXTH FORM MISSION STATEMENT

Ark Academy Sixth Form offers the highest quality education to allow our students to pursue the university pathway and career of their choice with confidence in a changing and challenging global community. Learning is at our core, we offer a first class education with a drive towards academic excellence and a desire to create independent learners ready to face university life. We believe in extending and enriching our students, both academically and socially, developing young community leaders with a passion for social action. Our students will develop as role models for those who follow them, they themselves inspiring future year groups of Ark academy Sixth Form. We work tirelessly to ensure our students are world ready, armed with the relevant skills, experiences and achievements to make them stand out from the crowd on application for university and future careers of their choice.

We will:

- *Deliver a first class learning environment based on outstanding teaching and facilities*
- *Provide all students with every opportunity to extend themselves and their thinking of the world in which they live; building a portfolio that will allow them to progress into top flight universities*
- *Challenge students to do better than good and always accept that there is always room for improvement*
- *Develop our students as young leaders and role models to act as inspiration for younger members of our community*
- *Welcome, value and respect all who come to the school*
- *Hold true to our 4 core values and strive to display them in all that we do*
    - *Excellence*
    - *Participation*
    - *Persistence*

ARK 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.

Disclosures 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 (with the exception of ECTs) 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.

WHERE TO FIND US

Wembley Park (Juibilee/Metropolitan Line)

Chiltern Railways

Buses: 206, 245,297,83, 182

By Car: A479
Postcode for satnav: HA9 9JP
A406 North Circular Road (15 minutes away)

Ark Academy Bridge Road London HA9 9JP
Tel: +44 (0)20 8385 4370
Email: admin@arkacademy.org
Website: **www.arkacademy.org**