



Ark Conway Primary Academy

Graduate Teaching Assistant: Ark Conway Primary Academy

Job Description

Location: 60 Hemlock Road, London. W12 0QT

Deadline: 15:00 on Friday 25th September 2026

Salary: Ark Support staff Pay scale, Band 4 £30,222 -£31,976 FTE. £25,995 to £27,504 Actual

Report to: Vice Principal

Start date: November 2026

Contract: Fixed Term (One Year)

Ark Conway is looking for an ambitious and committed **Graduate Teaching Assistant** to join our team for one year from November 2026. This role will be supporting pupils in the primary curriculum and helping them to secure the knowledge, confidence and learning habits they need for secondary school.

This is an excellent opportunity for a graduate who is interested in developing their understanding of teaching and learning, and who may wish to move on to a teacher training programme in the future. Historically, colleagues in similar roles have used this experience as a successful pathway into teacher training and future teaching roles.

The successful candidate will work closely with teachers and leaders to support learning in class, lead small group work, deliver targeted interventions and help pupils make strong academic progress. They will develop a detailed understanding of the curriculum, particularly in reading, writing and mathematics, and will learn how excellent teaching, strong routines, precise feedback and high expectations help children succeed.

At Ark Conway, we are committed to providing every pupil, regardless of background, with an excellent education and real choices in life. The Graduate Teaching Assistant will play an important role in this mission by supporting pupils to feel safe, known, challenged and successful.

Learning Support

- Support pupil learning through the delivery of specific learning programmes, setting high expectations while encouraging independence and building confidence.
- Work closely with Year 6 teachers to support pupils in lessons, particularly in reading, writing and mathematics.
- Lead small group work and targeted interventions to address gaps in learning and help pupils make strong progress.
- Support pupils to develop secure literacy and numeracy skills, including fluency, accuracy, reasoning, vocabulary and written communication.
- Mentor pupils on a 1:1 and small group basis, helping them to develop confidence, resilience and positive learning habits.
- Observe, record and share information about pupil performance with teachers and leaders.
- Assist with whole-class teaching under the direction of the class teacher.
- Support pupils with SEND and EAL, adapting resources where needed so that pupils can access the curriculum.

- Use agreed strategies, in liaison with the teacher, to support behaviour, attention and engagement in learning.

Progress and Curriculum Support

- Support pupils in the final year of the primary curriculum, helping them to prepare successfully for secondary school.
- Work with the Class team to identify gaps in learning and support pupils through structured practice and intervention.
- Help pupils to secure strong outcomes in core subjects, particularly reading, writing and mathematics.
- Develop an understanding of the upper Key Stage 2 curriculum and how knowledge and skills are built over time.
- Support pupils to take pride in their work, improve presentation and develop independence.
- Help pupils build the maturity, confidence and learning behaviours needed for the next stage of education.
- Take increasing responsibility, where appropriate, for leading small groups, supporting class routines and delivering prepared learning activities.

School Culture and Wider Support

- Support the academy's high expectations for behaviour, routines and relationships.
- Be a visible and positive presence for pupils during lessons, transitions, breaktimes, lunchtimes and wider school activities.
- Support playground supervision, helping pupils to play safely, positively and respectfully during breaktimes and lunchtimes.
- Supervise pupils in playgrounds, lunchrooms and other shared spaces, supporting general pastoral care.
- Support pupils to follow school routines calmly, safely and successfully.
- Build positive, professional relationships with pupils, staff and families.
- Accompany teachers and pupils on trips and out-of-school activities as required within contract hours.
- Contribute positively to the wider life and culture of the academy.

Professional Development

- Engage fully in training, coaching and feedback to develop knowledge of effective teaching and learning.
- Reflect on practice and take initiative in improving the quality of support provided to pupils.
- Develop an understanding of classroom routines, curriculum planning, assessment, behaviour management and adaptive teaching.
- Observe strong teaching practice and learn how teachers plan, model, question, check understanding and respond to pupil needs.
- Demonstrate a clear interest in teaching as a profession and, where appropriate, prepare for future application to a teacher training programme.

Other

- Actively promote the safety and welfare of our children and young people.
- Ensure compliance with Ark's data protection rules and procedures.
- Liaise with colleagues and external contacts with confidence, tact and diplomacy.
- Work with Ark Central and other academies in the Ark network to establish and share good practice 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 Conway Primary Academy

GraduateTeaching Assistant: Ark Conway Primary Academy

Person Specification

Qualification Criteria

- Undergraduate degree.
- Maths and English GCSE or equivalent at grade 4 / C or above.
- Strong literacy and numeracy skills.
- Strong academic record, with the ability to support upper Key Stage 2 pupils confidently.

Knowledge, Skills and Experience

- Demonstrable commitment to raising attainment of all pupils
- Experience of having led, or significantly contributed to, the success of a school through its leadership, ethos, teaching and learning and results
- Experience and understanding of how to improve and sustain an effective behaviour policy
- Experience at Deputy Head / Vice Principal level (or equivalent)
- Experience leading a team and/or supporting the significant success of others, including professional development and effective management of underperformance
- Ability to use data to inform decision making and diagnose weaknesses that need addressing

Behaviours

- Genuine passion for and belief in the potential of every student
- A robust awareness of keeping children safe, noticing safeguarding and welfare concerns, and you understand how and when to take appropriate action
- Deep commitment to Ark's mission of providing an excellent education to every student, regardless of background
- Excellent interpersonal, planning and organisational skills
- Resilient, motivated and committed to achieving excellence
- Reflective and proactive in seeking feedback to constantly improve practice
- Commitment to regular and on-going professional development and training to establish outstanding classroom practice.
- Commitment to and understanding of professionalism in line with the National Teaching Standards

Other

- Right to work in the UK
- Commitment to equality of opportunity, inclusivity 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 its academies. In order to meet this responsibility, its academies follow a rigorous selection process to discourage and screen out unsuitable applicants. Ark requires all employees to undertake an enhanced DBS check. You are required, before appointment, to disclose any unspent conviction, cautions, reprimands or warnings under the Rehabilitation of Offenders Act 1974 (Exceptions) Order 1975. Non-disclosure may lead to termination of employment. However, disclosure of a criminal background will not necessarily debar you from employment - this will depend upon the nature of the offence(s) and when they occurred. To read more about Ark's safer recruitment process, please click this [link](#).