



Tutor Fellow (Graduate Teaching Assistant) Candidate information brief

Dear candidate,

Thank you for taking the time to find out more about King Solomon Academy in Westminster and the possibility of joining us. Included in this information pack is information about the academy and the role of Tutor Fellow.

In 2015 we achieved 95% 5A*-C including English and Maths making us the top comprehensive in the country and securing the highest ever GCSE results for a 50%+ FSM school. This is a unique opportunity to take an important role in our outstanding all-through school, which seeks to redefine what is possible for a school serving an inner-city community.

The role of Tutor Fellow is perfect for someone who wants to become a teacher in the future. It acts as a springboard and training ground for graduates who want to learn how to teach and build transformational relationships with pupils. We are also able to offer a very clear pathway of progression into the teaching profession. The Ark Schools School Direct training programme provides a clear route for progression. In 2015-6 all of our Tutor Fellows were successful at gaining a place on the training programme. We are growing a pipeline of great teachers who started with us as Tutor Fellows.

We are keen to find candidates to be a Tutor Fellow in Primary or Secondary phases of the school.

The successful candidate will have some relevant experience for working with children and the drive and enthusiasm to inspire pupils and teachers. Crucial to this role is the ability to coach and develop other pupils to become even better than they already are, and the successful candidate will be someone who is excited and motivated by this responsibility.

To apply, follow the link at <http://kingsolomonacademy.org/vacancies> Applications will be considered on a rolling basis up until the formal deadline of 11am on Friday 22 April. **We strongly encourage candidates to apply at the first opportunity to maximise their chance of securing a role.** For an informal conversation about the role, please contact Rachael Bemrose, Recruitment Manager at Rachael.Bemrose@arkonline.org and 0203 116 6345.

We wish you the best with your application.

Yours sincerely,



Max Haimendorf
Principal

Job Description: Tutor Fellow

- Start date:** September 2016 or earlier
Contract: Fixed term till end of August 2016
Salary: circa £18,700 per annum
Hours: circa 8.00am to 5.30pm during school term time (with a lunch break)

The role

To provide inspirational tutoring and role modelling to the pupils who need it most at King Solomon Academy

Key responsibilities

- To tutor individuals and groups of pupils, with a focus on ensuring every pupil is functionally literate and enjoys reading by the end of the academic year
- To mentor and coach pupils in the development of their self-confidence and aspirations for their future, in particular, their aspiration to go to, and excel at University
- To support pupils with Special Educational needs in or out of classes
- Helping to maintain/establish discipline across the whole academy.

Outcomes and activities

Learning Support

- Work with the SENDCO 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 behaviors that interfere with learning and/or relationships.
- Plan and facilitate small group tutoring.
- Plan and deliver one to one tutoring.
- Observe, record and feedback information of pupil performance.
- Assist with whole class teaching where appropriate, in particular in project work or extracurricular experiences.
- Provide administrative support by ensuring teaching resources are prepared to an excellent standard and on time for classroom use, and other administrative tasks are completed.

Coaching

- Coach pupils to promote better decision making, motivation and improved achievement.

Other

- Supervise pupils in playgrounds, lunchrooms, etc.
- Maintain pupil and family confidentiality.
- Attend regular meetings and training, as required.

Other

- Undertake other various responsibilities as directed by the Principal.

Person specification: Tutor Fellow

Qualification Criteria

- Right to work in UK
- Qualified to degree level

Experience

- Experience of working with young people or adults in a paid or voluntary capacity

Behaviours

Personal characteristics

- A desire to be a qualified teacher in the future
- Genuine passion and a belief in the potential of every pupil
- Helpful, positive, calm and caring nature
- Able to establish good working relationships with staff and pupils
- Able to follow instructions accurately but make good judgments and lead when required
- Motivation to continually improve standards and achieve excellence

Specific skills

- Good communication skills, including written and oral
- Excellent numeracy and literacy skills
- Competent with computers and other technology
- Good administrative and organisational skills
- Able to understand and implement particular strategies and methods to help pupils to improve their learning and enjoyment of learning
- 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

- An interest in music and the ability to play an instrument
- An interest in sport and the ability to lead sport sessions
- First Aid training

Other

- Commitment to the safeguarding and welfare of all pupils
- This post is subject to an enhanced Disclosure and Barring Services check



Principal

Max Haimendorf graduated from Oxford and joined the first cohort of the Teach First programme. He has been a Science teacher and then Head of Year 8. Following work at Teach First central office he joined the consultants Oliver Wyman where he worked in finance strategy. Whilst there he continued to contribute to the education field, writing about the importance of small schools. In 2008 he was appointed as Secondary Headteacher of King Solomon Academy. He has now led KSA through two outstanding Ofsted inspections and led KSA to achieve the highest GCSE results in the country for a non-selective secondary school in 2015. From the summer of 2016, he will lead the all-through academy.



“We are dedicated to doing whatever it takes to ensure each of our pupils has the chance to attend an academically rigorous university.”

Profiles of current Tutor Fellows

Sam Page

Sam Page graduated from UCL with a degree in Law. Since graduation she has followed her passion for working with children. She joined a secondary school in Bournemouth teaching English and coached a variety of sports including hockey, netball and tennis. She also assisted with Ten Tors, Duke of Edinburgh expeditions as well as running cookery lessons. Immediately prior to KSA, Ms Page also managed a tuition centre which focused on Maths and English support. In this role, she enjoyed ensuring that every child was being challenged to reach their potential.

Since joining KSA, Sam has taught small group literacy interventions as well as leading extra-curricular enrichment activities including sports and cooking. She has now successfully attained a place on the Ark School Direct Programme to train as an English teacher in September 2016.



Connor Anand-Shaw



Mr Anand-Shaw graduated from Lancaster University with a First Class History degree in 2012. After this he spent three years as a Recruitment Consultant in the financial services and insurance markets. At KSA he shares his passion for reading and sport and to help all students attain excellence in their academic and extracurricular pursuits.

Mr Anand-Shaw has taught Humanities to Year 7 as well as an intervention class in Science and lead on sports enrichment. He has secured a place on the Ark School Direct Teacher Training Programme next year and will train at KSA as a

History teacher in September.



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 34 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.

Ark runs a number of additional programmes, including:

- Leading Impact for senior leadership development
- Lead Teachers, aimed at developing the skills of outstanding teachers to improve performance of other teachers
- Outstanding Teachers, aimed at good teachers aiming to improve and embed outstanding practice
- SEN training for new to role and established SENCos
- New Teacher induction

Ark is at the forefront of changing education society through education. We run Initial Teacher Training through School Direct and we co-founded the Future Leaders and Teaching Leaders development programmes. and offers teachers and support staff a comprehensive range of school-based first class professional development opportunities.

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.

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 safe guarding and relationships with pupils.