



Ark Isaac Newton Academy

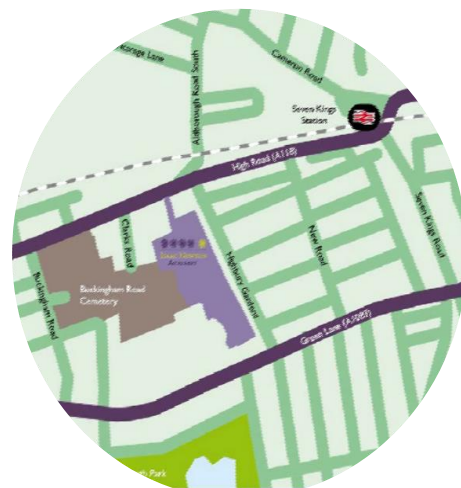
Breakfast and After School Club Lead





About Isaac Newton Academy

INA is based in new buildings between Ilford High Road and Green Lane in Ilford. The school's learning community is based upon the core values of mutual respect, personal discipline, and an unwavering commitment on the part of all community members to do whatever it takes to excel.



Isaac Newton Academy Secondary is a non-denominational, non-selective school, welcoming girls and boys from all backgrounds from the local community. The school opened with just 180 Year 7 students in September 2012. The secondary school has grown year on year and we now have 1200 11-18 year olds (including 250 students in the Sixth Form). In September 2014, Isaac Newton Academy opened a three-form entry primary school in purpose-built accommodation right next to the secondary academy. There are 90 children in each year group and, like the secondary school, it has grown a year group at a time. From September 2020, we now have children in Reception through to Year 6.

The London Borough of Redbridge forecasts a significant deficit in secondary school places over the coming years. The new Academy will thus serve a critical, long term need for the community. Although the local area encompasses considerable economic disadvantage, its young people achieve some of the best results in London schools. Ark was chosen to sponsor the academy because of the success of our educational model and the alignment of our educational vision with the Redbridge context.

Dear Candidate,

I am delighted to introduce you to Ark Isaac Newton Academy, a brand new, purpose-built, all-through school for students aged 4-18 in Ilford.

Our staff work tirelessly to ensure that each and every student is supported and stretched to reach their full potential. We focus on working towards achieving our vision '**Together, we build a kind, safe and inclusive environment that instills the knowledge and character necessary to reach transformational destinations**'. Commitment to our vision has already delivered a series of great successes highlighted in October 2018 when the academy was judged by Ofsted to be outstanding in all areas.

Joining Ark Isaac Newton Academy in September 2020, I have spent more than a decade as a senior leader, a large portion of this within an all-through school. There is something incredibly special about working in an all-through school, which makes me committed to delivering the highest quality education to all the students at Isaac Newton Academy and will build on the successes already enjoyed by the school, especially highlighted with our amazing year 6, 11 and 13 academic outcomes in 2022 and 2023.

Our academy aims to be a 'home from home' for both staff and students. My belief is all students deserve a great school and staff a great place to work. Therefore, we are very clear with the culture that we wish to cultivate for our community. Central to this is being a mission led organisation, which is at the heart of everything we do and outlines our ambition, that goes beyond ensuring our students have excellent academic outcomes. Ultimately, working for Ark Isaac Newton Academy is about being part of something unique where aspirations for all people are incredibly high. We certainly want like-minded people to join our organisation and live our mission each day, every day: ***Striving together to be pioneers whose legacy makes a positive difference for our world.***

I wish you the best with your application.



Morgan Haines
Principal



Our Mission

Striving together to be pioneers whose legacy makes a positive difference for our world.

Our vision

Together, we build a kind, safe and inclusive environment that instils the knowledge and character necessary to reach transformational destinations.

Our Values & Beliefs

- **Integrity** – We are true to our values, doing what we say; we always do the right thing, even when it's hard and nobody is watching.
- **Kindness** – We always support each other, show genuine care and consider the feelings of others in all our actions and words.
- **Professionalism** - We model pride and positivity in all that we do; we are always respectful and take responsibility for our actions.
- **Growth mindset** – We work hard; we are resilient in adversity and unafraid of failure, always embracing our mistakes and celebrating our growth.
- **Excellence** – We are highly ambitious, doing the best in all we do to become the greatest version of ourselves.
- **Community** – We are unified, valuing relationships that create an environment where everybody is accepted and belongs.



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.

All Ark Schools prioritise six key principles:

- High expectations
- Excellent teaching
- More time for learning
- Knowing every student
- Exemplary behaviour
- Depth before breadth

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: Breakfast & After School Club Lead

Reports to:	Primary Vice Principal i/c Pastoral and Inclusion
Start Date:	As soon as Possible
Salary:	ARK Support Staff Band 5, £27,713 -£31,176 per annum (FTE), depending on experience
Hours:	25 hours per week, Term Time + 10 days
Closing date:	Monday 21 st April 2025
Interviews:	Friday 25 th April 2025

The Role

To coordinate and lead the management, organisation and running of Breakfast Club & After School Club. To ensure the academy provides a high-quality wraparound care provision for primary school children, ensuring a safe, stimulating and enjoyable environment during breakfast and afterschool hours.

Working Hours

- Breakfast Club 07:30 till 08.30
- After School Club 15:30 till 18:00
- Admin 1 and half hours per day (in addition to the above hours and to be discussed with successful candidate.)

Key Responsibilities

- **Program Management:** Plan, organise, and lead engaging activities for children during breakfast and afterschool sessions.
- **Supervision:** Ensure the safety and well-being of all children, maintaining a secure and nurturing environment.
- **Communication:** Liaise with parents, staff and stakeholders to ensure effective communication and collaboration.
- **Administration:** Manage attendance records, payments and other administrative tasks.
- **Health & Safety:** Implement and adhere to health and safety policies and procedures, including emergency protocols. To administer First Aid (training provided).
- **Nutrition:** Provide healthy breakfast options and snacks, catering to dietary requirements of children and promoting healthy eating habits.
- **Staff Management:** Supervise and support staff, ensuring they are trained and motivated to deliver high-quality care. Step in to cover staff absences, ensuring continuity of care and activities.
- **Financial Management:** Manage transactions related to parents paying for the provision, ensuring accurate record-keeping and timely processing.
- **Continuous Improvement:** Evaluate the effectiveness of the program and make improvements based on feedback and best practices. To attend and participate in relevant meetings as required. To participate in training and learning activities and performance management as required.

Other

- To actively promote the Academy and liaise with outside agencies as necessary, representing the Academy or ARK as appropriate
- To work across the Primary and Secondary sites as required
- To maintain a presence around the school to ensure that the highest standards of behaviour and site-usage are upheld
- To communicate and liaise with staff, students, parents, governors and members of the local community and lettees as appropriate
- To be active in issues of staff and student welfare and support
- To comply with policies and procedures in relation to child protection, health, safety and security, confidentiality and data protection, reporting all concerns to an appropriate person
- To demonstrate a commitment to Equality of Opportunity for all members of the Academy's community
- To undertake training and development relevant to the post and in line with the Academy's priorities
- To undertake any other professional duties as set down in the ARK Schools pay and conditions of service document, and as directed by the principal.

Person Specification: Breakfast & After School Club Lead

Qualification criteria

- First Aid certification – not essential, full training will be given
- Safeguarding training – not essential, full training will be given

Experience

- Experience working with children in a childcare or educational setting.
- Strong organisational and leadership skills.
- Excellent communication and interpersonal skills.
- Ability to work independently and as part of a team.
- Creativity in planning and delivering activities.
- Proficiency in managing financial transactions and record-keeping.

Behaviours and Qualities

- **Responsibility:** Demonstrates reliability and accountability in managing the provision, it's staff and ensuring the safety of children.
- **Proactivity:** Takes initiative in planning activities and addressing any issues that arise.
- **Adaptability:** Adjusts plans and approaches based on the needs and interests of the children.
- **Communication:** Maintains clear and effective communication with children, parents, staff, and external agencies.
- **Teamwork:** Collaborates well with other staff members and fosters a cooperative environment.
- **Empathy:** Shows understanding and compassion towards children, recognising their individual needs and emotions.
- **Patience:** Exhibits patience in dealing with children and managing challenging situations.
- **Creativity:** Brings innovative ideas to the program, making activities engaging and enjoyable.
- **Leadership:** Provides strong leadership, guiding staff and children effectively.
- **Organisational Skills:** Keeps the club running smoothly with efficient planning and administration.
- **Attention to Detail:** Ensures accuracy in managing records, financial transactions, and health and safety protocols.
- **Enthusiasm:** Displays a positive and energetic attitude, motivating children and staff.
- Able to help implement the necessary routines and patterns to establish good behaviour management within the school.
- Vision aligned with ARK and the Academy's high aspirations and high expectations of self and others
- An understanding of the strategies needed to establish consistently high aspirations and standards of results and behaviour in an urban school setting and commitment to relentlessly implementing these strategies
- The ability to work in close harmony with all staff and enthuse / inspire others
- Flexible attitude towards work and demonstrates sound judgement.
- Excellent listening skills and ICT skills (word, excel, internet, email and MIS/Facility databases).
- Strong interpersonal, written and oral communication skills

- Strong organisational and time-management skills and the ability to delegate appropriately
- Hard working, conscientious and accurate
- Adaptable, flexible and able to work with minimum supervision
- Approachable, calm and caring
- Passion, resilience and optimism to lead through day-to-day challenges while maintaining a clear strategic vision and direction
- A firm and constant belief in the unlimited potential of every student and a commitment to inclusive educational provision
- The ability to skilfully manage and maintain effective working relationships with parents, governors, community members and other stakeholders
- A commitment to the safeguarding and welfare of all students
- An understanding of the importance of confidentiality and discretion
- The ability to develop positive relationships with all young people
- The ability to take personal responsibility, a readiness to reflect and self-evaluate and the ability to change, improve and develop
- Confidence and self-motivation
- The ability to work well under pressure
- High levels of honesty and integrity
- A sense of humour and desire to have fun.

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.