



# Ark John Keats Academy

## Secondary Student Support Manager



# 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.



# About Ark John Keats Academy

Ark John Keats was founded in 2013 with one class of reception children. We are now a fully-fledged all-through school, running from nursery to year 13, with over 1800 children. Our school is oversubscribed, with a waiting list for every year group. Our community is composed of supportive and committed families who buy into our vision and work with us to ensure their children achieve all they are capable of in the future.

We aspire for all our children to have the academic knowledge necessary to enable them to progress to university, for pupils to have a love of learning and curiosity about the world, and for them to be polite, well-mannered young people who take responsibility for their choices and drive their own destinies. Our core values underpin everything we do:

## **Kindness, Effort, Aspiration, Tenacity, and Success**

At Ark John Keats, we aspire for all our children to gain the academic knowledge necessary to progress to university, to develop a love of learning and curiosity about the world, and to become polite, well-mannered young people who take responsibility for their choices and drive their own destinies. The academy's approach to achieving this is based on our six pillars:

### **High Expectations**

Every adult who works at AJK believes in the limitless potential of all children.

### **Excellent Teaching**

Subject specialists rigorously plan lessons which make pupils work hard and think deeply about the subject, fostering their curiosity and love of learning.

### **Exemplary Behaviour**

Pupils are unfailingly polite and well-mannered individuals who take responsibility for their own actions and seek to help others whenever they can.

### **Depth for Breadth**

Our rich, challenging curriculum builds pupils cultural capital to ensure they can all knowledgeable, articulate and university ready.

### **Knowing Every Child**

Our teachers know and care about every child they interact with, proactively building strong and positive relationships between school and home.

### **Always Learning**

Our continuous professional development, co-planning meetings and coaching ensure teachers feel both stretched and supported, able to develop as teachers and leaders in a long-term career at Ark John Keats Academy.



# Welcome from the Principal



Dear Candidate,

I am delighted to introduce you to Ark John Keats Academy: an all-through school in Enfield with a mixed comprehensive intake. Our mission is to ensure our pupils lead a life of genuine choice and can drive their own destinies because they have a rigorous academic curriculum, which is well taught, and because they know that kindness, effort, aspiration and tenacity lead to success. We are a member of the successful Ark network of schools and are proud to serve the young people and families in our community here in Enfield.

We opened our doors to our first reception classes in September 2013 and our first cohort of year 7 pupils joined us in September 2014. We currently have over 1800 pupils enrolled from nursery to year 13 and are oversubscribed in every year group. Our teaching staff are experts in their subject areas and all staff at the academy share a commitment to upholding the highest expectations. We have created an academy that is renowned for its calm, orderly and purposeful environment, where pupils behave maturely and respectfully and enjoy the rich experiences that we offer. As a result, our students secure excellent academic outcomes, become kind and well-rounded young people, and go on to impressive destinations (on average over 65% of our students go on to one to study at a top third university in the U.K.). The academy was graded good in all areas in our Ofsted inspection of January 2023, and we are committed to building on this foundation to ensure that every aspect of our school is truly excellent.

This is a fantastic place to develop your career and to make a positive contribution to the lives of young people. We are joining a team of talented and dedicated staff, who are ambitious for our pupils as well as themselves, to join us in this next phase of our development.

Kind regards,

A handwritten signature in black ink that reads "K Marshall". The signature is written in a cursive, flowing style.

Katie Marshall, Principal



## Ark John Keats Academy Secondary Student Support Manager

**Location:** Enfield – easily accessible from central, north, and east London, as well as surrounding areas.

**Salary:** Ark Band 6, Pay Point 8 – 19 term time pro rata starting salary £27,674.03-£32,675.53. this is calculated from the full-time salary of £28,955- £34,188 depending on experience

**Working pattern:** Full-time Term Time Only (39 weeks per year)

**Contract:** Permanent

**Start date:** January 2025 (sooner if possible)

**Closing date:** 27<sup>th</sup> November 2024

*We will be reviewing applications on an on-going basis and this advert may close earlier than advertised depending on the level of response.*

**Interviews:** Interviews will take place w/c 5<sup>th</sup> December 2024

**Ark John Keats is an exceptional school looking to hire exceptional people.**

### About the role:

We are looking for a passionate and knowledgeable Student Support Manager to join our team.

You will be a role model for our students with a visible presence around the academy, and you will be able to support your head of year and tutor team to be the best they can be. You will have experience of working with parents to achieve best outcomes for their children.

We are looking for someone who aligns with our approach to high expectations and exemplary behaviour. The successful candidate will work closely with other teachers and leaders in the behaviour and culture team, as well as across the academy to secure excellent academic and social outcomes for our children.

### You will:

- Be vision aligned with our approach to high expectations and exemplary behaviour.
- Have genuine passion and a belief in the potential of every student.
- Be motivated to continually improve standards and achieve excellence.

### About our school:

Ark John Keats was founded in 2013 with one class of reception children. We are now a fully-fledged all-through school, running from nursery to year 13, with over 1700 children. Our secondary school is oversubscribed, with a waiting list for every year group. Our community is composed of supportive and committed families who buy into our vision and work with us to ensure their children achieve all they are capable of in the future.

We aspire for all our children to have the academic knowledge necessary to enable them to progress to university, for pupils to have a love of learning and curiosity about the world, and for them to be polite, well-mannered young people who take responsibility for their choices and drive their own destinies.

Ark John Keats is part of Ark Schools, a hugely successful network serving pupils from deprived communities. Our network shares a belief in our six pillars, find out about them [here](#).

If you would like to find out more about us, please visit [www.arkjohnkeatsorg](http://www.arkjohnkeatsorg).

### We offer:

- Twice the number of training days as standard.
- Access to Ark Rewards scheme offering up to £1,000 a year in savings from over 3,000 major retailers.
- Interest-free loans of up to £5,000 available for season tickets or a bicycle.
- Gym discounts offering up to 40% off your local gym.

### How to get to us?

**Travelling by rail from central London:** Our nearest overground station, Turkey Street, is a 10-minute walk from the school and stops at Seven Sisters, Stoke Newington, and Hackney Downs on the way to

Liverpool Street. National Rail services are also a 10-minute walk and stop at Tottenham Hale and Hackney Downs before finishing at Liverpool Street.

**Travelling by car:** We are easily reached by car, with most of Northeast London accessible within 30 minutes. There is free on-site parking for staff.

**How to apply:**

Please find the role on [www.arkjohnkeats.org/vacancies](http://www.arkjohnkeats.org/vacancies) and submit an application. We will be reviewing applications on an on-going basis and this advert may close earlier than advertised depending on the level of response.

For further information or to arrange a discussion, contact us at [recruitment@arkjohnkeatsacademy.org](mailto:recruitment@arkjohnkeatsacademy.org).

*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](#).*

# Job Description: Student Support Manager

**Reports to:** Head of Year/ Assistant Principal

**Start date:** January 2025 (sooner if possible)

**Salary:** Ark Band 6, Pay Point 8 – 19 term time pro rata starting salary £26,441.10-£31,375.69  
this is calculated from the full-time salary of £27,665- £32,828 depending on experience

**Working Pattern:** Full-time Term Time Only (39 weeks per year)

## Purpose

- To undertake additional duties required by the Assistant Principal, Senior Vice Principal and / or Principals.
- To support the Head of Year to develop a strong culture and ethos, exemplified by high expectations, exemplary behaviour and exceptional attitudes to learning
- To promote and embed the school and cohort culture within and beyond lessons, including in key set pieces such as assemblies and line ups.
- To provide pastoral care for all students in the cohort, working with teachers, leaders and families to promote students' academic, social and emotional wellbeing
- To ensure all academy routines and expectations are fully embedded across the cohort
- To embed a culture of excellent attendance within the cohort so that it does not fall below expected levels
- To implement and uphold the academy's behaviour policy and rewards system, running interventions and implementing follow up as necessary

## Key Responsibilities

- To enshrine the academy's values in the day-to-day experience and conduct of the pupils, both inside and outside the classroom
- To be the first port of call for parents and carers in relation to student behavior and barriers to learning
- To mentor and support pupils in their learning and encourage positive attitudes and behaviour in and around school
- To facilitate weekly interventions for groups of students
- To lead on the development of a range of peer mentoring activities.
- To reward good behaviour and challenge/take action/investigate on incidents and poor behaviour including uniform and punctuality issues.
- To be present at post exclusion meetings and regularly meet with families of students whose behaviour is causing concern
- To encourage students to become more actively involved in academy life including charity and community work
- To actively support students around issues regarding their welfare and safeguarding
- To support students and classes in a set number of lessons each week, liaising with the pastoral and inclusion teams to ensure that all students' academic needs are met in the classroom
- To support with cover lessons in the year group where necessary

## Leadership and Management

- To form an effective Year leadership team with the Head of Year, tutors and other leaders
- To lead agenda items in Year Briefings and encourage a team culture with tutors
- To liaise with outside agencies regarding individual students

## Academy Culture and Systems

- To coordinate and support year groups activities including rewards, assemblies, social times, ASCU and lesson transitions.
- To deal with behavioral incidents and keep records of interventions.
- To provide cover supervision for tutor groups, On Tour and Seclusion when needed

## Other

- To undertake additional duties required by the Vice Principal, Secondary Headteacher and/or Principal
- To share the school's commitment to safeguarding and promoting the welfare of young people
- To participate in appropriate CPD to develop appropriate specialist expertise to contribute to pastoral team (e.g., bereavement training, restorative practice)





# Person Specification: Student Support Manager

## Qualification Criteria:

- Qualified to work in the UK.

**We are looking to appoint an individual with the following attributes:**

## Behaviours

- Committed to the development of self – discipline in young people.
- A sense of moral purpose in education; an individual who firmly and wholeheartedly believes that every child has the capability to succeed in education, both academically and pastorally.
- A belief in rigorous approaches to discipline.
- An understanding that young people must be held to account for their actions in order to learn.
- An unwavering commitment to the development of personal responsibility in young people.
- A belief that quiet, orderly classrooms are the best places for young people to achieve their full potential.
- An understanding that structure is liberating in schools.
- A commitment to the AJK pillars and culture and ethos.
- A firm belief that a reason is not the same as an excuse, and an understanding of how to apply this belief in conversations with parents and pupils.
- Committed to the involvement of the whole family in a child's education.
- A growth mindset and a want to improve and develop throughout their career.
- A commitment to non-invasive behaviour management techniques.
- A belief that all individuals are capable of improvement.
- Understanding that character development is central to an education.
- Honesty, integrity and kindness at the heart of all their actions.
- An understanding that strict isn't the same as unkind and that kindness and rigour and mutually beneficial, not mutually exclusive.

## Other

- Commitment to equality of opportunity and the safeguarding and welfare of all pupils
- Willingness to undertake training.
- This post is subject to an enhanced Disclosure & Barring Service check.

*Ark is committed to safeguarding and promoting the welfare of children and young people in our academies. 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.*

**For further information or to arrange a discussion, contact us at [recruitment@arkjohnkeatsacademy.org](mailto:recruitment@arkjohnkeatsacademy.org).**

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