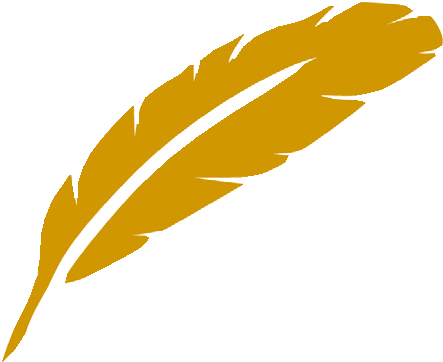


Primary Breakfast Club Leader



# About Ark

Ark is an education charity set up in 2004 to create a network of high achieving, non-selec- tive, 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,

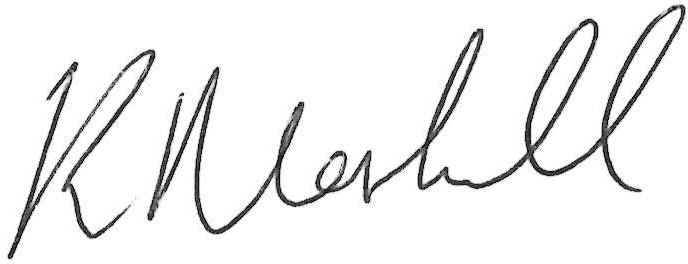
I am delighted to introduce you to Ark John Keats Academy: an all-through school in Enfield with a mixed comprehensive intake. Our mission is to ensure our pupils lead a life of genuine choice and can drive their own destinies because they have a rigorous academic curriculum, which is well taught, and 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 looking for 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,



Katie Marshall, Principal



**Ark John Keats Academy**

**Primary Breakfast Club Leader**

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

**Salary:** Ark Support Scale band 2: Pay Point 2 (pro rata) £6,032.52 which is based on the full time equivalent of £25,247

**Working pattern:** Part Time 7.15-9.15 (Monday – Friday)- 10 hours per week.

**Contract:** Permanent

**Start date:** 27th September 2024

**Closing date:** November 2024 or sooner

*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 be held on a rolling basis.

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

**About the role:**

To ensure the smooth running of the Primary breakfast club procedures, to ensure a high-quality provision of a healthy breakfast and varied activities for pupils to enjoy in a relaxed and calm environment at the start of the school day.

**You will:** 

**Initial Planning**

* Planning activities
* Planning and audit of resources – restock as necessary
* Organising areas of responsibility
* Directing staff

**Running the Club**

* Setting the venue up each day
* Preparing and serving breakfast as appropriate
* Creating a welcoming and supportive environment for the children in the club
* Managing the behaviour of the children in the club
* Tidying the venue after use

**About our school:**

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](https://arkjohnkeats.org/vision-and-values).

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*](https://arkschools.sharepoint.com/:b:/g/ArkNetCentral/hr/EcXQDSjo9UpCpgk8lDWMN0sBVG6GBUTVWVXp9c5KkW-tog?e=bfdlES)*.*



**Job Description: Primary Breakfast Club Leader**

**Reports to: Headteacher and Senior Leadership Team**

**Start date: October 2024**   
**Salary:** Ark Support Scale band 2: Pay Point 2 (pro rata) £6,032.52 which is based on the full time equivalent of £25,247

**The Role**

To ensure the smooth running of the Primary breakfast club procedures, to ensure a high-quality provision of a healthy breakfast and varied activities for pupils to enjoy in a relaxed and calm environment at the start of the school day.

**Key responsibilities**

* To maintain the healthy eating policy and keep updated with any new information
* To safeguard children and ensure and promote their health, safety and wellbeing.
* Purchasing of food and other necessary items, stock control, ensuring cupboard, fridges etc are cleaned.
* Set up area before children arrive and with other Breakfast Club staff pack away at end of session (ensuring kitchen area is cleaned after each session).
* Plan and coordinate activities and games to interest and stimulate the children.
* Organise the space and resources to create a welcoming, relaxed and informal environment.
* Meet and greet families and children as they arrive (ensure a positive relationship with both).
* Note any information passed on from parents and pass onto relevant professionals.
* Settle children and serve breakfast encouraging the children to be independent or help others.
* Interact with children, discussions, playing a game or simply having a conversation on a one-to-one basis.
* Ensure a good balance between free choice of play and directed play when necessary.
* Monitoring behaviour and ensure everybody is happy and content (any concerns should be shared with the relevant professionals).
* Ensure there is a good standard of behaviour in line with the school’s Behaviour Policy.
* Bring any concerns to the attention of parents.

**Outcomes and Activities**

**Administrative Duties**

* Liaise with prospective parents (by telephone or in person) providing information and ensuring necessary documentation is accurate and complete, for example: contact information, medical needs etc.
* Record attendance on daily register (including time of arrival).
* Maintain weekly attendance register and half-term booking forms.
* Ensure all records are kept updated and correct procedures re: medicines etc are followed.
* Keep other staff aware of relevant Breakfast Club news and the newsletter when necessary.
* Ensure provision is consistent with EYFS requirements.
* Process any other displays, letters, emails as and when needed.
* Liaise with School Office and Communications Officer and Deputy Headteacher on all relevant matters and issues.

**General**

* To attend relevant in-service training as and when required to be able to support both teachers and pupils.
* To administer first aid or carry out simple medical procedures in line with school guidelines.
* To attend and contribute to all school meetings as directed by the Headteacher.
* To carry out any other reasonable tasks in keeping with the post as specified by the Headteacher

**Personal Responsibilities**

* To monitor and manage personal workload and keep records in an agreed format under the direction of the Head teacher.
* To achieve agreed targets and personal appraisal targets as agreed by the Head teacher.
* To always be professional in dress and manner.
* To deal in all matters with confidentially, tact and discretion when giving or receiving information.

**Academy Culture**

* To support the academy’s values and ethos by contributing to the development and implementation of policies, practices, and procedures
* To help create a strong academy community, characterised by consistent, orderly behaviour and caring, respectful relationships.
* To help develop a school/department culture and ethos that is utterly committed to achievement and good discipline.
* To be alert and active on issues relating to pupil welfare and child protection
* To support the enrichment programme

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.

**Person Specification: Primary Breakfast Club Leader**

**Qualification Criteria**

* Right to work in UK
* Degree in or related subject
* GCSE or equivalent

**Knowledge, skills, and Experience**

* Experience in a similar role within a school or the education sector (desirable)
* Able to help implement the necessary routines and patterns to establish good behaviour management within the school.
* Able to contribute to overall school behaviour records and provide feedback.
* Ability to deal with minor incidents, first aid, and the personal health and hygiene of students.
* Strong communication skills with adults and children
* Highly organised and efficient; capable of multi-tasking and working at pace.
* Able to use initiative and imagination to devise games and play for children.
* Must be able to meet the physical demands of the role.

**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, detailed orientated and able to multitask and meet deadlines.
* A team player that can work collaboratively as well as using own initiative.
* 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.

*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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Description automatically generated