



**Ark Boulton
Academy**

Literacy Co-ordinator

Reporting to:	Assistant Principal
Start Date:	ASAP
Location:	Ark Boulton Academy, Golden Hillock Road, Birmingham, B11 2QG
Contract:	Permanent
Working Hours:	Full time, Term-time only
Salary:	Ark Support Scale Grade 6, Pay Points 8 – 19 (£24,704- £29,777 per annum).
Closing Date:	7th June 2024 at 11:00 am

About the role

We are looking for a confident **Literacy Co-ordinator** to work with teachers to support students' progress and attainment by delivering literacy interventions and supporting in class progress. You will be responsible for tracking student progress and the implementation of appropriate interventions to ensure that all EAL students and those with literacy levels make excellent progress in line with the Academy's expectation.

You will be a fantastic motivator and will inspire students to achieve and exceed grades. You will be aligned to Ark's high aspirations and expectations for pupils and staff and have demonstrable evidence of improving outcomes.

Our values mean a great deal to us and underpin all that we do, and so it is important that you champion our values as well as living by the Ark ethos and six pillars that enable us to achieve our mission.

The successful candidate will:

- deliver and plan intervention and teaching programmes including Read Write Inc Fresh Start, Lexonik and Lexia
- be involved in supporting, implementing and monitoring of individual development plans
- work flexibly in various environments including small group interventions and in the classroom

If you are ready to add further value to our team of educational support staff and to work alongside a brilliant school leadership team, then you will find this job extremely rewarding.

About Ark Boulton Academy

When you join Ark Boulton Academy you become part of a network of education experts who are all united by the same purpose - a commitment to making a difference where it matters most.

Each day is unique for our team, as they collectively support the activities within and outside the school. Our consortium of creative and resourceful team members ensure we go above and beyond in order to constantly improve our service to the community we serve. Our strapline 'growing together, reaching higher' applies as much to our staff as our students. We recognise that the health and wellbeing of our staff will affect that of our students. For this reason, we have invested in developing our wellbeing room and other initiatives to care for our whole school community.

Our staff are a valuable and integral part of our community and are given the room to grow and develop in an encouraging, challenging and rewarding environment. They are role-models and ambassadors for Boulton on a professional and public level. They reflect the virtues we promote which include courage, self-discipline, commitment, and honesty.

By becoming a member of our school family, you will embrace multiple opportunities for personal and professional development, not just within the school, but from the internationally renowned Ark family of schools we are a part of. Through Ark, our staff can share best practice and receive training from some of the most talented individuals in the country.

Why work for our school?

Hear what our teachers have to say about working at Ark Boulton Academy:

<https://arkboulton.org/jobs/working-for-us>

For an informal, conversation about the role please contact HR Officer, Amal Hersi on 0121 773 8156 or via email at: a.hersi@arkboulton.org

What we offer:

- Staff wellbeing is one of our main priorities. We provide breakfast for staff each morning, soup for lunch and lunch for those on duty. We have parking available, a gym on site and a well-equipped staff room including a pool table
- Our systems and processes for communication, marking and feedback and assessment are streamlined and the approaches we take are research led and based on the needs of our local context. For instance, at present we do not use traditional book marking across the school
- On Fridays, children finish at 1.20pm, giving time and space for professional development amongst staff
- Staff voice is important to us; we like to listen to our staff. We are always seeking feedback and input from our staff

Our Diversity and Inclusion statement

At Ark, we aim to build a diverse and inclusive organisation where everyone – staff and students – can do their best work and achieve their full potential. We want to reflect and represent diverse perspectives across our organisation because we know that doing so will make us stronger and more effective.

Respect

Curiosity

Perseverance

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Find out more about us by visiting www.arkboulton.org.

How to Apply:

Please submit your application online by visiting <https://arkboulton.org/jobs/vacancies>



Job Description

Key Responsibilities

- Deliver and plan intervention and teaching programmes including Read Write Inc Fresh Start, Lexonik and Lexia
- Assess, monitor and analyse on pupil development, progress and attainment via the appropriate systems as agreed with the line manager
- Be responsible for the preparation, maintenance and control of stocks of materials and resources for interventions
- Be involved in supporting, implementing and monitoring of individual development plans
- Support learning by arranging or providing resources for lessons/activities under the direction of the Reading Lead
- Support students in social and emotional well-being, reporting problems via appropriate systems
- Provide support to students with special educational needs including learning, communication, behavioural, social, sensory and/or physical difficulties.

Other

- Carry out any other reasonable tasks as directed by the Headteacher.

Person Specification

Qualification Criteria

- Right to work in UK

Respect

Curiosity

Perseverance



- GCSE Maths and English (Grade C) or equivalent
- Educated to degree level, desirable.
- First aid training/qualification, desirable

Knowledge, Skills and Experience

- Establish effective working relationships with a) students, b) parents c) professional colleagues
- Good numeracy and literacy skills
- Good organisation skills and a flexible attitude towards work
- Good communication and interpersonal skills, enabling the effective building of relationship with staff and pupils
- High level of proficiency with Microsoft Office
- Good understanding of pupils' development and learning processes
- Working knowledge of relevant policies and legislation. e.g. child protection
- Understanding of classroom roles and responsibilities
- Able to supervise pupils and establish a constructive and safe learning environment
- Able to help implement the necessary routines to establish good behaviour

Personal Characteristics

- Genuine passion and a belief in the potential of every pupil
- Deep commitment to Ark's mission of providing an excellent education to every pupil, regardless of their background
- Resilience, ability to adapt to change and work successfully in a team
- Helpful, positive, patient, and caring nature
- Be reliable, punctual and well-presented
- Positive commitment to student achievement and staff development
- Able to take direction, make good judgments and take initiative when required

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 DBS disclosure.

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](#).

Executive Principal

I am delighted and proud to welcome you to Ark Boulton Academy, a secondary school in the heart of Sparkbrook, Birmingham. I joined our academy in 2023 and am working hard with our pupils and staff to make sure our school continues to improve. We want to provide an excellent education for each and every one of our pupils.



As Executive Principal, it is my responsibility to create an environment in which your child can become a confident, articulate, curious and persevering young adult. Our curriculum, enrichment programme and student experience days, help ensure our pupils learn, thrive and make progress. We are committed to preparing and supporting our pupils to go on to pursue careers they are passionate about, contributing positively to society and living happy, healthy and fulfilled lives.

Our school community works hard to ensure our values of being **respectful**, **curious** and **persevering** underpin our work and are upheld by us all.

We know that all children can and will achieve success and our dedicated staff work hard to nurture, support and provide challenge, to make this a reality. We welcome and value the input of carers and parents; together, we work hard to help realise the dreams and ambitions of our children and their families.

Please take a look around our website to find out what we can offer your child. The best way to really understand our school is to experience it. I would love to show you around and answer any questions you may have.

Ms Ela McSorley, Executive Principal

Head of School

Thank you for taking the time to read about this opportunity at Ark Boulton Academy. As Head of School, a large part of my role is ensuring that we have the very best staff supporting our pupils. We serve a diverse community where our young people really value their education, and greatly benefit from having a school full of dedicated professionals. I would love for you to join our team.



At Ark Boulton, we place great emphasis on recruiting and retaining teachers and support staff of the highest quality.

In every decision, we consider how we can best foster a positive working environment. We have introduced a number of initiatives to promote work-life balance and wellbeing, including reducing meetings, periodic early finishes and supporting staff with assessments by having them marked externally. The leadership team is passionate about making Ark Boulton Academy a great place to work and prioritises staff morale.

Managing our staff is one of my favourite parts of Headship, and I believe that strengthening interpersonal relationships between staff is exceptionally important. With that in mind, please do arrange some time to speak with me about this vital role in the school.

Mr Laurence Cole, Head of School

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 39 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 creating time to collaborate with subject specialists within each school and across the network

Ark is at the forefront of changing education society through education. You can read more about how Ark is transforming lives through education [here](#).

Ark Safer 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 safeguarding and relationships with pupils.