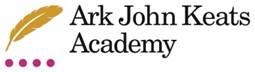
**Pastoral Support Officer**

**Ark John Keats Academy**

**Unique opportunity to join an outstanding new school in north London.**

Ark John Keats Academy is a growing school currently in the process of setting up a brand new Sixth Form due to open in September 2019. Therefore, we are looking to recruit excellent staff to join our expanding team and be part of the exciting next phase of our development.

We are an all-through school in the London Borough of Enfield. We have excellent transport links to enable easy access from central London and London fringe areas. The academy will reach full capacity in 2020 with just under two thousand pupils. The academy was judged outstanding in all areas in our Ofsted inspection of April 2015.

There will be extensive training and staff will be deployed according to their skills and interests.

This is a wonderful opportunity to play a key role in enabling pupils in disadvantaged areas to access the highest quality education and to develop one’s teaching skills.

**Ideal candidates will:**

* be willing to actively participate in the school’s enrichment activities and wider community
* be committed to Ark John Keats Academy’s ethos of high expectations and no excuses
* be committed to the academy’s vision of breaking the mould by providing pupils from relatively disadvantaged backgrounds with a type and standard of education previously the preserve of the best fee-paying schools

**In this role, you will:**

* have the opportunity to join a team of teachers at the peak of their profession
* be part of the Ark network, with school-based and network-wide CPD and international school visits

To apply please click below. Please submit your application by **1pm Monday 15th July 2019**. For further information, a confidential discussion about this role please contact Victoria Henderson on [v.henderson@arkjohnkeatsacademy.org](mailto:v.henderson@arkjohnkeatsacademy.org) or for any technical queries/ questions about completing the application itself, please contact Mitra Samsami (Operations Manager) on [m.samsami@arkjohnkeatsacademy.org](mailto:m.samsami@arkjohnkeatsacademy.org)

Please don’t hesitate to submit an application as interviews will be held w/c 08/07/2019.

**Start Date:** September 2019  
**Closing date:** 1pm Monday 15th July 2019  
**Salary:** Ark Band 6 (£21,198- £25746) depending on experience  
**Hours:** 8am – 5:30pm Mon, Tues, Thurs & Fri, 8am – 5pm on Wednesdays  
**Working Pattern:** Term Time Only (39 weeks per year)

*We value diversity and are committed to safeguarding and promoting child welfare. The successful candidate will be subject to DBS and any other relevant employment checks.*

**Job Description: Pastoral Support Officer**

**Start Date:** September 2019

**Reports to:** Assistant Principal

**Salary:** Ark Band 6 (£21,198- £25746) depending on experience  
**Hours:** 8am – 5:30pm Mon, Tues, Thurs & Fri, 8am – 5pm on Wednesdays

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

**Key Areas and Responsibilities**

**Attendance**

**Responsibility:**

* Support the Academy in maintaining excellent standards of attendance, reducing persistent absenteeism and meeting target attendance of 97.5%

**Actions:**

* Monitoring the attendance of relevant year groups. Using this monitoring to identify target pupils with support from SLT/Head of Years (HoYs)
* Following up on pupil absences with phone calls and parent meetings where appropriate.
* Running Attendance Club for a target group of pupils, using support from HoYs.
* Setting attendance targets for pupils and checking in with them to see if and when they are met.
* Using CCR to identify patterns of absence in key pupils.
* Developing a relationship with the school’s EWO (Educational Welfare Officer).
* Attending EWO meetings for relevant year groups.
* Confirming as and when pupils come off roll, and ensuring that this is rigorous and in conjunction with EWO.
* Sending Attendance improvement letters to parents

**Strong Discipline**

**Responsibility:**

* Support the Academy’s Pastoral Team in maintaining excellent standards of self – discipline and supporting the pupils in developing their understanding of self – discipline and its benefits.

**Actions:**

* Supporting Heads of Year with statements, booking in parent meetings and attending parent meetings where appropriate.
* Visiting pupils in lessons, observing quality of work and levels of self – discipline. Holding pupils to high expectations of effort and presentation in books.
* Supporting the lesson removal system through supervision in the library.
* Supporting the lesson removal system through being on – call on the radio.
* Attending catch ups and working with year groups in catch ups.
* Sending out information request forms to In Year Admissions Pupils.
* Logging exclusions on internal tracker and bromcom, ensuring that the exclusions process is rigorous.
* Developing relationships with pupils in year groups and supporting them with improving their self – discipline.
* Providing appropriate work for fixed term exclusions and internal exclusions in a timely fashion.
* Supporting Heads of Year with the issuing of sanctions for set behaviours.

Successful applicants will also be required to undertake any other duties as requested by the Principal/Head of Secondary/Vice Principal

**Person Specification: Pastoral Support Officer**

**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 commitments 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 of 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