**Ark John Keats Academy**

**Secondary Head of Year**

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

**Salary:** Ark MPS or UPS (Outer London) £35,368- £47,152 or £49,498- £53,230, with TLR1B £11,407 depending on experience.

**Working pattern:** Full-time (Flexible/Part-time working will be considered)

**Contract:** Permanent

**Start date:** April 2024/ September 2024

**Closing date:** 5th February 2024, at 09.00am

*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:**

Ark John Keats is looking to appoint excellent pastoral leaders to join our team as Head of Year. You would be joining a highly ambitious team of leaders and teachers at a pivotal point in the school’s journey as we build on the foundations of our school and continue to expand our numbers and curriculum provision in all key stages. We are looking for an ambitious leader who can drive strategic focus areas as well as contribute to the day to day running of the school through building strong relationships with students, parents, and staff.

**You will:**

* Be vision aligned with our approach to curriculum and teaching.
* Have genuine passion and a belief in the potential of every student.
* Have up-to-date knowledge in the curriculum area.
* 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](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: Secondary Head of Year**

**Reports to:** Assistant Principal

**Start date:** April/ September 2024  
**Salary:** Ark MPS or UPS (Outer London) £35,368- £47,152 or £49,498- £53,230, with TLR1B £11,407 depending on experience.

**The Role**

* To develop and embed an ethos of high expectations, exceptional attitudes to learning and exemplary conduct.
* To ensure all academy routines and non-verbal signals are fully embedded and carried out with full compliance by the cohort.
* To embed a culture of very high attendance within the cohort so attendance does not fall below expected levels.
* To implement the academy’s rewards system for the cohort
* To run catch ups for your year group, ensuring attendance is 100% and any non – attendees are followed up with.
* To support the highly effective running of the academy through following up on all behaviour incidents in the academy.
* To ensure a positive working relationship with parents, in which our expectations are clear to all parties.
* To provide weekly and termly evaluations to the Assistant Principal on the attendance and performance of the cohort.

**Duties and expectations of all teachers at Ark John Keats**

* Teach to a highly effective standard.
* Deepen the scholarly nature of the subject through our curriculum.
* Play an active role in ensuring a consistently orderly, calm and stimulating environment, both in and out of the classroom
* Play an active role in the Character and Enrichment programmes.
* Lead the Department, including contributing to workshops, running extra-curricular/intervention activities, competitions, trips, open days and so on.
* Develop habits of excellence in ourselves and our pupils through implementation of the academy routines and consistent explanation of, and emphasis on, high expectations in all we do.
* Be consistently well-organised, professional, and courteous.

**Key responsibilities and outcomes for the Head of Year.**

* To create a culture of learning through the consistent application of high expectations and the enrichment of the skills of the cohort so they are enabled to learn well.
* To put in place systems to ensure success is celebrated at every opportunity.
* To ensure that behaviour is followed up, and pupils learn from their mistakes.
* To plan and co-ordinate parent review meetings to ensure parents are aware of their child’s progress and have opportunities to contribute to improving their child’s attainment.
* To lead the effective implementation of the academy’s behaviour policy with the year group, thus achieving a consistently calm, ordered and purposeful environment both inside and outside the classroom.
* To lead the effective implementation of the academy’s attendance and punctuality policy with the year group

To lead on whole school routines, transitions, and line ups.

**Activities**

**Leadership and management**

* Write a subject development/action plan and self-evaluation.
* Participate in recruitment and selection activities.
* Assist in the professional development of staff.
* Develop strong partnerships and ensure regular and productive communication with parents.
* Maintain regular and productive communication with pupils, parents, and colleagues

**Teaching and Learning**

* Direct and supervise support staff to ensure the support provided to individuals and groups is having a significant impact on academic progress.
* Put in place an ongoing intervention programme to ensure pupils who fall behind have effective intervention to ensure they catch up quickly and sustain progress socially and academically.

**Academy Culture**

* Support the academy’s values and ethos by contributing to the development and implementation of policies, practices and procedures.
* Help create a strong academy community, characterised by consistent, orderly behaviour and caring, respectful relationships.
* Help develop an academy culture and ethos that is utterly committed to learning and achievement.
* Support and work in collaboration with colleagues and other professionals in and beyond the school, covering lessons and providing other support as required.

**Other**

* Undertake and, when required, deliver or be part of the appraisal system and relevant training and professional development.
* Undertake other various responsibilities as directed by the principal.

**Person Specification: Secondary Head of Year**

**Qualification Criteria**

* Qualified to at least degree level.
* At least one B grade in a subject at A level and two other B grades
* Qualified to teach and work in the UK.

**Experience**

* Evidence of being, or having the potential to be, an outstanding teacher of the subject.
* Experience of implementing behaviour management strategies consistently and effectively.

**Knowledge**

* Up to date knowledge in the curriculum area
* An understanding of what an outstanding education looks like in the classroom.
* An understanding of the strategies needed to establish consistently high expectations.

**Behaviours**

**Leadership**

* Excited and motivated by the opportunity to be a leader that is entirely focused on providing a rich and meaningful education for all its pupils and engraining habits of excellence that will serve its’ pupils well throughout their lives.
* Effective team worker and leader
* Demonstrates resilience, motivation, and commitment to driving up standards of achievement.
* Acts as a role model to staff and students.
* Vision aligned with Ark’s high aspirations and high expectations of self and others.
* Genuine passion and a belief in the potential of every pupil
* Motivation to continually improve standards and achieve excellence.

Commitment to the safeguarding and welfare of all pupils.

**Teaching and Learning**

* Excellent classroom teacher, or potential to be one, with the ability to reflect on lessons and continually improve their own practice.
* Effective and systematic behaviour management, with clear boundaries, sanctions, praise, and rewards
* Thinks strategically about classroom practice and tailoring lessons to pupils needs.
* Understands and interprets complex pupil data to drive lesson planning and pupil attainment.
* Good communication, planning and organisational skills.
* Demonstrates resilience, motivation, and commitment to driving up standards of achievement.
* Acts as a role model to staff and pupils.
* Commitment to regular and on-going professional development and training to establish outstanding classroom practice.

**Other**

* This post is subject to an enhanced Disclosure and Barring Service check.
* All staff will play a role in the Leadership, Prep and Enrichment programmes.
* Commitment to equality of opportunity and the safeguarding and welfare of all pupils.