

Secondary SENCO



# 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

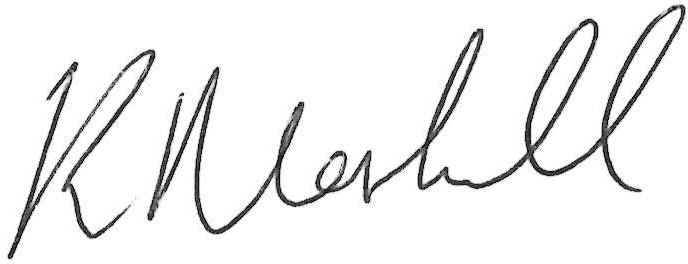
academic curriculum, which is well taught, and because they know that kindness, effort, aspiration and tenacity lead to success. We are a member of the successful Ark network of schools and are proud to serve the young people and families in our community here in Enfield.

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**

**Secondary SENCO**

**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:** September 2024

**Closing date:** 09.00 Monday 22nd April 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 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 an excellent leader to join our team as SENDCo. 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 improve our provision to ensure that all students leave us able to drive their own destinies and lead a life of genuine choice.

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 would be responsible for our SEND model and the quality of provision for all students on the SEND registrar, ensuring that all students, no matter what their needs, are able to engage effectively in Academy life and learning and, where appropriate, make rapid progress in line with our expectations.

**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 SENCO**

**Reports to:** Assistant Principal

**Start date:** 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**

* Establish and deliver clear and consistent structures for the identification and support of pupils with barriers to learning including all students who have special needs.
* Lead, develop and enhance the teaching practice and support strategies for all staff across the Academy in relation to inclusion needs.
* Effectively line manage and deploy support staff across the curriculum and ensure they add value to the students’ experience.
* Monitor the impact of teaching and learning activities on the progress of students receiving support and identify any gaps in provision or delivery.
* Be accountable for special needs.

**Key Outcomes and Activities**

**Leading Inclusion**

* Develop strategies to ensure early identification of pupils with additional needs.
* Identify effective practices that will support the pupils. Disseminate these and train all staff where appropriate.
* Induct, train and mentor all learning support staff.
* Maintain Pupil Support area as a calm and safe learning environment for all students placed there.
* Monitor teaching and learning activities to ensure they meet the needs of students with special educational needs.
* Lead a team of staff ensuring a sense of purpose and pride in their work.

**Teaching and Learning**

* Act as a role model with high expectations of all staff and students.
* Be a lead learner in pedagogy and practice.
* Create an achievement culture including high quality displays, rewards and identification of progress routes and successes.
* Prepare effective teaching modules and lessons.

**Monitoring of Pupil Progress**

* Co-ordinate the identification, assessment, and monitoring processes for all Code of Practice students, including the management of the Code of Practice register and review processes.
* Lead on the production and monitoring reviews of IEPs for students who have special needs.
* Use assessment to identify and track specific students and targeted groups.
* Draw up behaviour contracts and pastoral support plans in conjunctions with other key staff. Track and review these plans.

**Liaison**

* Work closely with HOYs to ensure they have the fullest understanding of the needs of Code of Practice students and are party to all strategies.
* Liaise with subject leaders to ensure they contribute to, and support inclusion strategies and departmental teams strongly support team teaching.
* Liaise with parents and students providing guidance at key moments of transition.
* Liaise with external agencies to support students and transition arrangements.

**Evaluation**

* Develop ongoing self-evaluation strategies in line with SEF to inform future plans.
* Produce, with team, an analysis of support achievements and areas for development.
* Reflect the real targets for improvement in a realistic, time phased and appropriate costed Improvement Plan that reflects the key areas of SEF.
* Hold regular meetings with pupil support team to reflect on progress, strategies to secure improvement and share good practice.
* Meet regularly with line manager to ensure needs of department are being addressed and that there is effective support for your needs.

**Line Management and Leadership of Staff**

* Ensure the totality of performance is reviewed, incorporating tutor effectiveness, where appropriate.
* Help set challenging objectives.
* Ensure professional development needs are addressed.
* Mentor and coach staff at varying stages of their development.
* Make arrangements for work to be provided for classes where staff are absent and to monitor the impact of staff absence on learning and progress and recommending necessary action.
* Advise the Principal on staff deployment and participate in appointment and promotions.

**Other**

* Undertake other various responsibilities as directed by the line manager/Principal.
* Undertake any other professional duties as set down in the ARK schools pay and conditions of service docume



**Person Specification: SENCO**

**Qualification Criteria**

* Qualified to degree level and above.
* Qualified to teach and work in the UK.

**Experience**

* Experience of leadership in the field of special educational needs
* Experience of working in a challenging urban school
* Experience of having led, or significantly contributed to the success of a school through its leadership, ethos, teaching, and results.
* Experience of having improved and sustained an effective behaviour policy.

**Behaviours**

**Leadership**

* Able to work in close harmony with the principal and senior leadership team.
* Effective management style that encourages participation, innovation, and confidence
* Ability to lead, coach and motivate staff within a performance management framework, including professional development and effective management of underperformance.
* Ability to develop the leadership skills of others.
* Strong interpersonal, written, and oral communication skills
* Takes personal responsibility for their own actions.
* Resilience and motivation to lead the academy through day-today challenges while maintaining a clear strategic vision and direction.
* Genuine passion and a belief in the potential of every student
* Motivation to continually improve standards and achieve excellence.
* Commitment to the safeguarding and welfare of all pupils

**Vision & Strategy**

* Vision aligned with our high aspirations and high expectations of self and others.
* Understands how to set high aspirations and effective strategies for the small school within the overall academy. Including delivery and prioritisation of small school leadership management that faces all aspects of curriculum, learning, administration, fiancé, and communication.
* Clear understand of the strategies to establish consistently high standards of behaviour in an inner-city school and commitment to relentlessly instilling these strategies. Strong organisational skills and ability to delegate.
* Use of data to inform and diagnose weaknesses that need addressing.

**Leading the Learning**

* Understands what outstanding teaching practice looks like, how to diagnose and implement effective strategies to raise learning standards.

**Leading External Relationships**

* Can skillfully manage and maintain effective working relationships with parents and other stakeholders.

*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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