

Ark John Keats Academy **Early Years Phase Leader**

Reports to: Primary Headteacher

Start date: September 2022

Salary: Ark MPS or UPS (Outer London) £30,663 - £42,164 or £44,263- £47,600 depending on experience plus TLR 1A

Closing date: 29th April 09:00am [Please note that interviews will be held on a rolling basis, and we reserve the right to close the application process early. Early application is advised.]

Exciting opportunity to develop early years provision at an exceptional school in north London.

We are looking to recruit a passionate, effective early years practitioner to oversee all aspects of our three reception classrooms and nursery. This is a permanent appointment open to teachers who would like to progress into a phase group leader position or contribute their experience to a new setting. As phase leader, you would line manage our nursery manager, and teach in our reception class with dedicated release time for leadership responsibilities.

As an Ark school, we offer:

- Well-behaved, happy children eager to learn and contribute to the school's direction
- A commitment to centralised resourcing and planning to support with work-life balance
- weekly professional development for all staff.
- **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**
- A **no-email policy after 6pm** or at weekends and a **commitment** to centralised resourcing and planning to safeguard work/life balance for our team
- A **free gratitude breakfast** for all staff on Fridays to share our appreciation for each other.

In recruiting our next EYFS Phase Leader, we are seeking the following from applicants:

- A passion for the early years and a commitment to developing the best early years provision for every child
- The belief that feedback is a gift. The participant will welcome constructive feedback and be committed to the idea of continuous improvement and self-development
- High expectations for themselves and our pupils
- A team player with high standards of professionalism and courteousness.

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 secondary and primary phases are 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:

High expectations: Every adult who works at AJK believes in the limitless potential of all children.

Excellent teaching: Subject specialists plan lessons which make pupils work hard and think deeply about the subject, fostering their curiosity and love of learning.

Exemplary behaviour: The AJK community is one of politeness, gratitude and service, where pupils take responsibility for their choices and want to behave impeccably.

Depth for breadth: An academic curriculum, rich in powerful knowledge, opens up opportunities for our children for the rest of their lives.

Knowing every child: A culture of respect and kindness, combined with proactive work with families, leads to positive relationships which unlock learning capabilities.

Always learning: Our culture of continuous improvement is supported by a research-driven programme of development and a spirit of collaboration.

Interested in finding out more? Please email our Primary Office Manager, Maria Thornton m.thornton@arkjohnkeatsacademy.org to arrange an informal discussion with our Primary Headteacher, Olamide Ola-Said.

Job Description: Head of EYFS

Reports to: Primary Headteacher

Start date: September 2022

Salary: Ark MPS or UPS (Outer London) £30,663 - £42,164 or £44,263- £47,600 depending on experience plus TLR 1A

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Key responsibilities

- To plan, resource and deliver lessons and sequences of lessons to the highest standard, thereby ensuring meaningful learning takes place and pupils make rapid and sustained progress
- To ensure high quality environments throughout our three reception classrooms
- Effectively and efficiently manage resources
- To mentor and support staff
- To develop own teaching practice to a highly effective level
- To fully implement all academy routines and techniques for creating a culture of high expectations
- To contribute to the effective daily working of the academy

Outcomes and Activities

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 Headteacher or SLT

Duties and expectations of all teachers at Ark John Keats

- Teach to a highly effective standard
 - Play an active role in ensuring a consistently orderly, calm, and stimulating environment, both in and out of the classroom
 - 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
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Person Specification

Head of Early Years

Qualification Criteria:

- Be a qualified teacher (achieved QTS status) or PGCE student
- Be qualified to teach and work in the UK

Knowledge:

- Up to date knowledge of the Early Years Foundation Stage framework.
- Understanding of the strategies needed to establish consistently high aspirations and standards of results and behaviour in a reception and nursery classroom.

Experience:

- Experience of reflecting on and improving teaching practice to increase pupil achievement
- Evidence of continually improving the teaching and learning in the classroom

Behaviours:

Leadership

- Effective team member
- High expectations for accountability and consistency
- Vision aligned with our high aspirations, 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 practitioner
- Effective and systematic behaviour management, with clear boundaries, sanctions, praise and reward
- Excellent communication, planning and organisational skills
- Demonstrates resilience, motivation and commitment to driving up standards of achievement

Other desirable training and skills

- Commitment to equality of opportunity and the safeguarding and welfare of all pupils
- Willingness to undertake training

Ark is committed to safeguarding and promoting the welfare of children and young people in our academies. In order 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.
