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**Sixth Form Coordinator**

**Ark John Keats Academy**

**Ark John Keats is an exceptional school looking to hire exceptional people.**

**Our Sixth Form**

Ark John Keats was founded in 2013 with one class of reception children and is now a fully-fledged all through school with our first cohort of Y13 students ready to graduate this summer. Our Sixth Form is at an exciting phrase in its development as we build on the excellent start and grow and strengthen our provision. We are looking forward to our new purpose built sixth form centre, which will house state of the art classrooms and study spaces.

The Sixth Form Coordinator will play a vital role in the life of our Sixth Form by supporting students in their academic and holistic development and maintaining strong systems to ensure the smooth running of the Sixth Form.

**Our school**

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. Our secondary school is oversubscribed, with a waiting list for every year group.

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:** we have high expectations of ourselves and for what our children can achieve

**Excellent teaching:** great teaching is what transforms children’s attainment and opens door for the future.

**Exemplary behaviour:** children can and should be taught to behave well, following instructions first time, every time, without question.

**Depth for breadth:** with a curriculum that encompasses the best of what has been thought and said ensuring our pupils have the knowledge and cultural capital to thrive in the classroom and beyond.

**Knowing every child:** we get to know and care deeply about each of our pupils as individuals.

**Always learning:** we expect pupils to always learn, but also for our staff to continually develop their professional expertise, supported by Ark’s broad professional development offer.

To apply please click [here](https://arkcareers.engageats.co.uk/Vacancies/W/1000/0/297818/19521/sixth-form-coordinator?utm_source=external&utm_term=london-secondary-ark-john-keats-academy-operations-permanent-full-time&utm_content=sixth-form-coordinator&utm_campaign=default-campaign&utm_medium=AtsViewLink) and submit your application by Friday 28th May. For further information, a confidential discussion or technical queries/ questions about this role please contact recruitment@arkjohnkeatsacademy.org.

**Start Date: July 2021** *or earlier if possible, for the right candidate*

**Closing date:** 8.00am Friday 28th May (Interviews to take place week commencing 7th June)

**Working Pattern:**

40 hours per week duringterm time (8am – 5pm, 39 weeks per year)

25 hours per week for 16 days during school holidays (8am – 1pm)

9.5 weeks annual leave, to be taken during school holidays

\* Please note that working pattern during some school holidays will be determined by the requirements of the recruitment schedule and may not be flexible

**Salary:** £20,656- £21,029(Ark Support Band 1 (outer London), Point 1 – 2) Dependent on skills and experience.

*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: Sixth Form Coordinator**

**Reports to:** Head of Sixth Form

**Start date:** **July 2021** *or earlier if possible, for the right candidate*

**Salary:** £20,656- £21,029(Ark Support Band 1 (outer London), Point 1 – 2) Dependent on skills and experience

**The Role**

Sixth Form is a crucial time for our students as they transition to adulthood, enjoying more independence and developing responsibility for themselves as learners and young adults. As sixth form coordinator you will provide support and accountability to our sixth form students, helping them with their academic and pastoral development. You will support the pastoral and teaching team by leading on key administration and logistics in the sixth form.

**Key responsibilities and outcomes for the sixth form coordinator**

* Maintain a positive climate and culture in and around the sixth form centre by proactively supervising and engaging with students during study and break times
* Ensure the common room and sixth form centre is safe and well organised
* Provide administrative support to the KS5 leadership team
* Oversee registration of students and support with attendance
* To be a key contact for students requiring assistance in the Sixth Form, including assisting with first aid and welfare duties when necessary
* Liaise with parents and students
* To support the KS5 leadership team in an administrative capacity, including:
	+ producing correspondence and reports, sometimes of a confidential nature
	+ dealing with telephone and personal enquiries efficiently and effectively in a way which promotes a positive image of the academy
* To assist with relevant meetings as requested
* To undertake any task as directed by the Headteacher or member of SLT

**Person Specification: Sixth Form Coordinator**

**Qualification Criteria**

* Qualified to work in the UK
* Maths and English GCSE or equivalent at grade C or above

**Behaviours**

* 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.
* An understanding that young people must be held to account for their actions to learn.
* An unwavering commitment to the development of personal responsibility in young people.
* A growth mindset and desire to develop their career
* High standards of professionalism
* Courteousness
* Ability to communicate and relate well with students, parents and members of the community
* Reflectiveness: able to review own performance
* Motivation: keen to take initiative and continually looking for ways to improve systems and procedures
* Commitment to the values and ethos of Ark John Keats

Other

* Right to work in the UK
* Commitment to equality of opportunity and the safeguarding and welfare of all students
* Willingness to undertake training
* This post is subject to an enhanced DBS check

*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*](http://arkonline.org/sites/default/files/Ark_safe_recruitment.pdf)*, but can be provided in more detail if requested. All successful candidates will be subject to an enhanced Disclosure and Barring Service check*.