



Ark John Keats
Academy



Head of
Primary
Information
Pack



Dear colleague,

Thank you for your interest in the role of Head of Primary at Ark John Keats Academy. Our school is an all-through academy, offering the opportunity for children to attend from age 3 in nursery all the way to age 18 in the sixth form. Our teachers and leaders are dedicated to helping our wonderful young people find success at every step of this special journey and beyond. We know that education has the power to shape and transform pupils' lives, and that transformation begins from the second they step through the doors of our primary school.

Ark John Keats is situated in Enfield, where historically educational outcomes have not reflected the incredible potential of young people here. Our first year 6 SATs results were 9% above national average, but this is a long way from what we aspire to achieve, and what our young people deserve to achieve. Our primary phase is critical to get children on the path to a life of real choice by empowering them with strong outcomes, as well as to imbue them with the wider personal development and enriching opportunities to enable them to access and enjoy all aspects of their future lives.

At Ark John Keats, you will work with a parent community who are ambitious and aspirational for their children. They are supportive of our aims and methods to ensure their children reach their highest potential. In joining a large all-through school, you will benefit from working with colleagues across the phases to develop our approaches and share practice. We also believe in a diverse, inclusive, and highly supportive working culture. For instance, at Ark John Keats we ensure staff are not emailed beyond 6pm and we have a weekly gratitude breakfast where we come together to share our appreciation of one another. In addition, you will benefit from a strong community of Primary Headteachers in the Ark network and other benefits such as having a one-to-one professional coach. For more information on the benefits of working with Ark, please have a read of the information pack.

We truly believe that every child has limitless potential. Our all-through nurture and care of all our young people means we have the benefit of being able to see the fruits of our efforts long after pupils leave the primary phase. As Head of Primary, you will shape that journey to ensure the curriculum is enriching, the teaching enables strong outcomes, and the environment facilitates high standards of pupil conduct.

As part of an all-through school this opportunity is well suited to first time heads who have strong and significant leadership experience. In addition, we also welcome experienced heads to apply; as a three-form entry school we offer significant scale and development for a serving head of a smaller primary school.

We welcome conversations about the role and visits to our school. If you would like to be in touch for an informal and confidential conversation please contact Lexy Di Marco, our Head of Talent, at alexia.dimarco@arkonline.org.

We look forward to welcoming you to our school,

Jo Facer
Principal

The role

Ark John Keats is looking to appoint an exceptional candidate to the post of Primary Headteacher.

This is an incredible opportunity to lead the school through the next stage of its development. 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 primary school is three-form entry and 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.

Our long-term ambition is to take children from age 3 in our nursery to age 18, and our primary school will set our children up for a lifetime of success and opportunity. 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, a hugely successful network serving pupils from deprived communities. Our primary is one of Ark's 24 primary schools, and you will join a community of committed and driven headteachers who work closely together to share good practice, provide support for one another, and improve what we do as a school and a network.

We believe in rigour — our curriculum is full of challenge, and we know that our children are intellectually resilient and capable of learning lots in every subject no matter what their starting point.

We believe in exemplary behaviour — we have sky high standards and support all children to reach these, by focusing on developing pupils' self-regulation, explicitly teaching pupils how to behave, and by working closely with families.

We believe in an education that is genuinely from age 3 to 18 – the enormous benefit of an all-through school means we know our children far beyond the time they leave the primary and we can provide a joined-up curriculum all the way through, we have an aligned primary and secondary team, a shared outlook, and, most importantly, the ability to transform children's futures.

We believe in the limitless potential of all children — if children work hard, there are not limits to what they can achieve.

To apply, please [click here](#).

	Reports to:	Principal, All-Through
	Start date:	January 2023
	Location:	Bell Ln, Enfield EN3 5PA
	Salary:	Highly competitive package, negotiable according to experience
	Contract:	Permanent, full-time
	Closing date:	10am, Friday 30 September 2022
	First interview:	Thursday 6 October 2022
	Final interview:	Tuesday 11 October 2022

Ark John Keats Academy is committed to safeguarding children; successful candidates will be subject to an enhanced Disclosure and Barring Service check.

Ark is an international charity that is transforming lives through education. We exist to make sure that every child, regardless of background, has access to a great education and real choices in life.

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.



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Our aim is to create outstanding schools that give every Ark pupil the opportunity to go to university or pursue the career of their choice.

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Job description

The Head of Primary is responsible for providing an outstanding education for all pupils at the primary. They will work with the senior team to establish outstanding teaching and learning and an excellent school culture.

Key responsibilities

- Leadership of the primary and its staff in order to achieve extremely high standards of teaching and learning, behaviour and attainment
- Implementation and coordination of the vision, ethos and strategy for the primary
- Leadership of effective external relationships, including the local community and other stakeholders
- Contribution to the overall direction of the Ark network.

Outcomes and activities

Personal leadership and coaching

- Recruit, train, motivate and mentor all staff
- Instil an ethos of high expectations for achievement and behaviour for all pupils
- Lead the development of the primary and all-through academy curriculum and culture
- Maintain strong working relationships with the community, agencies, and stakeholders, including parents and the Governing Body.

Coordination of the overall strategy

- Oversee staffing allocation, including support staff, across the primary
- Coordinate cross-primary responsibilities among the senior leaders and staff
- Ensure robust operational systems are in place that support the primary's efficient functioning
- Working with the Finance and Operations team, oversee the primary finance, facilities, catering and resources across the school.

Development of the Ark network

- Collaborate with others in the network to develop good practice and share innovation
- Help shape or lead education initiatives across the Ark network
- Undertake any other responsibilities as directed by the all-through Principal.





Person specification

Qualification criteria

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

Experience

- Experience in primary school leadership
- Experience of having led, or significantly contributed to the success of a school through its leadership, ethos, teaching and results
- Experience of significantly raising the attainment of students in the classes you have taught.

Leadership Behaviours

Teaching and learning

- Outstanding teaching and learning
- Effective and systematic behaviour management with clear boundaries, sanctions, rewards and praise.

Vision and strategy

- Vision aligned with the academy's high aspirations and high expectations of self and others
- Understands how to set high aspirations and lead effective strategies across all aspects of a primary school including curriculum, learning, administration, finance and communication
- Clear understanding of strategies to establish consistently high standards of results and behaviour in an inner city school and commitment to relentlessly maintaining these standards.

Leadership

- Ability to lead, coach and motivate staff within a performance management framework, including professional development and effective management of underperformance
- Resilience and motivation to lead the academy through day-to-day challenges while maintaining a clear strategic vision and direction
- Strong organisational skills and ability to delegate

- Genuine passion and a belief in the potential of every student
- Use of data to inform and diagnose weaknesses that need addressing
- Commitment to the safeguarding and welfare of all pupils.

Leading external relationships

- Skilful management and political nous for maintaining effective working relationships with parents, governors and other stakeholders.

Personal characteristics

- Highly approachable, very grounded and makes sensible judgments
- Relishes accountability and takes personal responsibility for their own actions
- Excellent critical thinking skills; has intellectual curiosity and rigour
- Able to build trust and mutual respect between pupils, families and staff
- Strong interpersonal, written and oral communication skills.

Other

- This post is subject to an enhanced Disclosure and Barring Service check

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.

Our ethos

Ark John Keats is a proud member of the successful Ark network of schools and is also very much a unique school in its own right.

Our school is built on the belief that all pupils can make exceptional progress and we are committed to supporting our pupils to become confident, articulate, culturally aware young adults. Our curriculum is a mastery curriculum, planned backwards from university level study and designed to develop a framework of knowledge and understanding in each subject area that provides a solid foundation for further study.

We have a structured approach to developing self-discipline and character to support academic achievement, create thoughtful citizens and allow our pupils to make reflective choices over their personal lives. We ensure pupils develop wider interests and passions through an in-day enrichment programme with activities ranging from chess and coding to football and political art. We have the highest aspirations for our pupils and support them to explore their thinking about the future through university and workplace visits and through our Digest speaker programme, where visitors speak to pupils about their career choices and educational experiences.

Our teaching staff are experts in their subject areas and all staff at the academy share a commitment to the highest expectations. We dedicate a significant amount of time to staff development through weekly whole school CPD, collaborative curriculum planning time built into the timetable and weekly coaching for staff at all stages of their career.

We are committed to supporting our pupils to become confident, articulate, culturally aware young adults.





Benefits & Rewards with Ark

As an Ark Principal, we will offer you:

1. A carefully designed and supportive **Principal Induction** plan to ensure you have everything you need to start your new role confidently and smoothly
2. An **Ark Coach**, where desired, who has undertaken our CPQP coaching training
3. **Ark network training days** – we have ten days in total across the year for you to receive training as well as train your staff – twice the usual amount of days offered
4. **Principals' Residentials** which offer a valuable few days of networking, collegiate advice, support and socialising
5. **Principal training** – in addition to NPQH training we also offer CPQP coaching training and other unique sessions such as Media Training designed to give you all the tools you need to thrive in your new role
6. **Support from experienced external professionals** such as psychotherapists from healthyminds@work
7. **Influence** particular Network-wide issues through our Network Groups and Principals Lead meetings
8. **Career development opportunities** – being part of a group of schools means that there is always room to grow and new opportunities to explore; 90% of our Executive Principals are homegrown from our Principals
9. **On-hand expertise** from our dedicated Central education and operations teams who are ready to support you and your school
10. **Regional SLT** – all Principals are part of a Regional SLT which work collaboratively on Regional and Network priorities

Ark's Six Pillars



HIGH EXPECTATIONS



EXCELLENT TEACHING



KNOWING EVERY CHILD



DEPTH FOR BREADTH



EXEMPLARY BEHAVIOUR



ALWAYS LEARNING

1. High Expectations

We believe that every child can achieve great things. So we set high expectations for all our pupils, and we do whatever it takes to meet them. Our aspirations are no lower for our most vulnerable pupils.

2. Excellent Teaching

A teacher affects a pupil's achievement more than any other factor. We work side-by-side with teaching staff, supporting them with training and development so that they can deliver excellent teaching. To make sure that no pupil is left behind, we've developed data management tools which help teachers to monitor progress — this shows when pupils, or indeed teaching staff, need extra support.

3. Knowing Every Child

We organise our schools so that every child knows, and is known well by, every adult in the school. We also recognise that children do best when families and schools work together. We keep parents well informed about children's targets, and we involve families in all aspects of school life. To nurture a love of reading and develop fluent communication skills, we also dedicate more time to literacy and English. We make sure that all of our teachers recognise the barriers that children face in building literacy skills, and we offer tools and expertise to enable teachers to best support students who need more help.

4. Depth for Breadth

When children build firm foundations in English, maths and other key subjects, they find it easier to do well in other subjects too. That's why we prioritise depth in these subjects, giving our pupils the best chance of success. We've developed *Ark Curriculum Plus* which aims to improve attainment, enjoyment and confidence in key subjects. Their approach is based on tried and tested methods from around the world, and is endorsed by Ofsted. Ark Curriculum Plus has over 1000 Mastery programmes being used across the country in Mathematics, English, Science, History and Geography across primary and secondary schools.

5. Exemplary Behaviour

Our schools are characterised by a respectful environment, where teachers can focus on teaching and pupils can focus on learning. We teach, recognise and reinforce good behaviour, and we don't tolerate poor behaviour. We don't accept any excuses, and we don't make any either.

6. Always Learning

To make sure children have enough time both for core subjects and for extra-curricular activities, many of our schools run a longer school day. Others are open at weekends and during school holidays, offering masterclasses and revision sessions. Many Ark schools offer residential stays, day trips and summer schools. In every school, no time is wasted — every hour of every day is devoted to children learning.



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