



Ark John Keats Academy



Candidate Information Pack

www.arkjohnkeatsacademy.org



Welcome from the Principal



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 one impressive destination (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.

Katie Marshall - Principal



Why Join Us?



Working at AJK

- We work with a committed and dedicated team of staff, who care deeply about our vision and values and keep our children at the heart of everything they do.
- We serve a diverse and aspirational community. Our student and staff body represents a broad range of backgrounds and beliefs, and we achieve excellent outcomes for all children regardless of their starting points or challenges they face.
- Students have a happy and fulfilling time at AJK. We prioritise their wider development through our comprehensive personal development offer, which includes a timetabled period of enrichment for all key stages.
- We prioritise staff development, providing high quality internal training, coaching and mentoring as well as benefiting from belonging to a high performing group of schools.

Staff Benefits at Ark

- Salaries 2.5% higher than main pay scale
- Twice as many training days as standard
- Generous pension scheme.
- Access to Ark rewards – a scheme offering savings from over 3,000 major retailers
- Interest-free loans – up to £5,000 available for season ticket or to buy a bicycle.
- Gym discounts – offering up to 40%.
- Access to Employee Assistance Programme providing free, confidential counselling, legal advice and a range of different support.
- Access to world-class training and development

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What Our Staff Say

AJK is such a special place to work. We work closely with our families to provide an exciting and rigorous education for all of our students, enabling them to achieve great academic outcomes and become rounded. AJK invests in its staff so we can build a happy, hard-working community that delivers excellence for our pupils daily

Vice Principal

AJK has high standards of both its students and its staff, which makes it a challenging, but highly rewarding place to work. This rigour is matched with understanding from school leaders and the comradery in all departments makes it a warm and friendly environment.

Head of History

Our staff are not only hardworking, but also genuinely care about each student. They go above and beyond to provide the right support and opportunities, making sure every child feels valued, supported, and able to succeed.

Deputy SENDCo

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About Ark



Ark is an education charity that exists to make sure that all children, regardless of their background, have access to a great education and real choices in life.

There are 30,000 students learning in our network of 39 schools. We've always believed that, with the right approach, every child has the potential to succeed. We work in the communities where we can make the biggest difference to children's lives, and all our schools are non-selective.

It works: our schools achieve great results – significantly outperforming national averages, especially when it comes to driving progress – the best measure for 'closing the gap'.

We take what we learn in our schools to develop new solutions and approaches that we can share. Over the last two decades, we have developed and incubated more than 20 projects and programmes, supporting them to scale and achieve systemic impact on the life chances of all children. Over 350,000 children currently learn using an Ark curriculum and our Ark Start nurseries are demonstrating a new model for early years education that we hope will become the norm.

76%

Ark is among the top performing trusts at primary. In 2024, 76 percent of pupils achieved the expected standard or above in reading, writing, and maths – surpassing the national average of 61 percent by 15 percentage points.

83%

Eighty-three percent of our sixth form students go to university at 18, compared to 38 percent nationally. Of those progressing to university, six in 10 attend a top third university compared to three in 10 nationally.

At secondary, six in 10 students from a disadvantaged background at Ark achieve GCSEs in Maths and English, compared to just four in 10 nationally.

Our Approach to Curriculum & Teaching



Curriculum

At Ark John Keats, we believe that an academic curriculum, rich in powerful knowledge, opens opportunities for our children for the rest of their lives.

We have four key levers for achieving our curriculum aims and supporting teachers to deliver excellent lessons:

- **Curriculum documentation:** Our leaders produce highly effective plans which support teachers to internalise the curriculum. We align with Ark Curriculum Programmes, meaning we benefit from excellent plans that we can adapt for our students.
- **Centralised resources:** High quality centralised lesson resources mean that teachers can focus their energy on intellectual preparation and adaptations for their class, rather than creating slides or worksheets.
- **Co-planning:** We protect time each week for departments to plan in teams, enabling the sharing of expertise and best practice.
- **Intellectual Preparation:** We have a consistent approach to lesson planning, which supports teachers to focus on the highest leverage elements of lesson preparation.

Teaching

We understand that the development of exemplary classroom practice is a career-long undertaking, and teachers are supported through evidence informed training and regular feedback on their practice.

Our teacher development programme includes three key components

- **Regular CPD for all teachers:** Our CPD programme is research driven and based on our school priorities and teachers work on development goals appropriate to their own stage of career development.
- **Coaching and feedback:** We have an open door policy and all teachers at AJK receive regular feedback on their classroom practice. We run a bespoke and highly effective coaching programme alongside this to support individual teachers at different stages of their development.
- **Co-planning Meetings:** Excellent planning is the foundation for excellent teaching. Planning collaboratively provides all teachers with an opportunity to develop their subject and curriculum expertise.

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At AJK we prioritise excellent lessons – for example, in science students dive into the world of science through hands-on experiments, turning curiosity into knowledge and discovery throughout our curriculum.

Head of Science

Find Out More



Where to Find Us

Ark John Keats Academy
Bell Lane, Enfield. EN3 5PA

Tel: 0208 443 3113
Email: info@arkjohnkeatsacademy.org
www.arkjohnkeats.org



Follow us @arkjohnkeatsacademy



Easy access to/from the A10 and M25.
There is free on-site parking for staff.



Turkey Street/ Enfield Lock & Brimsdown Station- Direct access to/from Liverpool St & Stratford



Buses: 121, 191

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.

Safeguarding

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.

Useful Links

[Ofsted & Results](#)

[Vacancies](#)

[Calendar & Term Dates](#)



Ark John Keats Academy



Job Description Pack

www.arkjohnkeatsacademy.org





School Attendance Officer Maternity Cover



About the role

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

Salary: Ark Band 6, Pay Point 8 – 19 term time pro rata starting salary £27,674.03-£32,608.62. This is calculated from the full-time salary of £28,955- £34,118 depending on experience

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

Contract: Fixed Term

Start date: Jan/ February 2026

Closing date: 1st December 2025

We will be reviewing applications on an on-going basis, and this advert may close earlier than advertised depending on the level of response.

Description of the post:

The role of Attendance Officer is vital to ensuring the success and safety of students at our Academy. As well as maintaining accurate attendance records, the Attendance Officer works with staff, families and external agencies to challenge poor attendance and put in place appropriate measures to support children and families. The Attendance Officer will also provide data analysis to the members of staff in charge of attendance.

The role will also require adaptability, being part of the administrative team and supporting the smooth running of all academy activities.

You will work closely with:

- Administrative Team
- Heads of Year
- Safeguarding Lead
- Senior Leadership Team

Key Responsibilities

Attendance Officer

- Being accountable for increasing attendance across the academy
- Ensure all tracking and monitoring systems are rigorous and effective
- Administrating the academy's daily attendance records on Bromcom, inputting attendance codes accurately and efficiently
- Managing secondary school attendance including maintenance of the registers, liaising with teachers and first day phone calls.
- Managing the process of medical letters and communication around these
- Working with teaching staff to ensure registers are submitted accurately and on time, and working with the Vice Principal to achieve 100% compliance
- Producing, distributing and administrating paper registers when required
- Working with families to ensure negative patterns are removed, where possible this will include home visits.
- Liaising with the Education Welfare Officer and attending Welfare meetings
- Producing and sending attendance letters when required. Ensuring that the process is systematic and rigorous in terms of implementation and follow up.
- Producing reports weekly, monthly and as required
- Working with the inclusion department to address any other issues that may be causing poor attendance
- Identifying pupils with 100% attendance for positive recognition.
- Contributing to and reviewing working practices to inform Attendance Policy and Routines.
- Completing administrative tasks to ensure the smooth running of the Academy.

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 and/or Vice Principals.



Person Specification



The person specification focuses on the knowledge, skills, experience and qualifications required to undertake the role effectively. It is expected that the successful applicant will have and can demonstrate:

Qualification Criteria

- Right to work in UK
- Math's and English GCSE or equivalent at grade C or above
- A good honors degree
- Relevant qualifications in office administration and IT applications desirable

Knowledge, Skills, and Experience

- Experience of using databases and an excellent understanding of data
- Experience of working in schools/ with young people
- Experience of working within challenging communities
- Awareness and understanding of best practice to ensure safeguarding and child protection.
- Awareness and understanding of the law around attendance and attendance coding.
- Excellent written and oral communication skills
- Good IT skills, including the ability to confidently use Microsoft Word, Excel and Outlook
- Willingness and ability to learn and operate new IT systems and databases
- Excellent administrative and organisational skills
- Understands the importance of confidentiality and discretion
- Ability to prioritise workload and hit deadlines.

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.

Apply Now



For an informal telephone conversation about the role, contact the Principal on 020 8443 3113 or email: recruitment@arkjohnkeatsacademy.org

Applications are reviewed and shortlisted on a rolling basis, and we reserve the right to interview, appoint and close adverts early due to the volume of applications we receive.

We therefore encourage you to apply at the earliest opportunity to avoid disappointment as once we have closed a vacancy you will be able to submit your application form

For further information or to arrange a discussion, contact us at recruitment@arkjohnkeatsacademy.org

Ark is committed to safeguarding and promoting the welfare of children and young people in its academies. 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](#).