



Ark Isaac Newton  
Academy

Breakfast Club Supervisor





Dear Candidate,

I am delighted to introduce you to Ark Isaac Newton Academy, an all through academy from reception to Year 13. We are a high-performing, non-selective school committed to providing a transformational education for every student we serve. Located in the heart of our community, we combine academic ambition with strong pastoral support to ensure that all students—regardless of background—can thrive, achieve, and develop the character needed for future success.

Our staff work tirelessly to ensure that each and every student is supported and stretched to reach their full potential. We focus on working towards achieving our vision **‘Together, we build a kind, safe and inclusive environment that instils the knowledge and character necessary to reach transformational destinations’**. Commitment to our vision has already delivered a series of great successes, where academic outcome across KS2-5 are the amongst the highest in the nation and our work supported in October 2024 when we judged by Ofsted to be outstanding in all areas for a third consecutive time since inception of the academy.

Joining Ark Isaac Newton Academy in September 2020, I have spent more than a decade as a senior leader and Principal, with a large portion of this within an all-through school setting. There is something incredibly special about working in an all-through school, which makes me committed to delivering the highest quality education to all the students at Isaac Newton Academy.

Our academy aims to be a ‘home from home’ for both staff and students. My belief is all students deserve a great school and staff a great place to work. Therefore, we are very clear with the culture that we wish to cultivate for our community. Central to this is being a mission led organisation, which is at the heart of everything we do and outlines our ambition, that goes \_\_\_\_\_

beyond ensuring our students have excellent academic outcomes. Ultimately, working for Ark Isaac Newton Academy is about being part of something unique where aspirations for all people are incredibly high. We certainly want like-minded people to join our organisation that are aligned to our values that underpin our culture – ***integrity, kindness, professionalism, growth mindset, excellence*** and ***community***. As well, anybody that joins our academy must want to work towards our mission each day, every day: ***Striving together to be pioneers whose legacy makes a positive difference for our world.***

I wish you the best with your application.



Morgan Haines  
Principal



## Our Mission

Striving together to be pioneers whose legacy makes a positive difference for our world.

## Our vision

Together, we build a kind, safe and inclusive environment that instils the knowledge and character necessary to reach transformational destinations.

## Our Values & Beliefs

- **Integrity** – We are true to our values, doing what we say; we always do the right thing, even when it's hard and nobody is watching.
- **Kindness** – We always support each other, show genuine care and consider the feelings of others in all our actions and words.
- **Professionalism** - We model pride and positivity in all that we do; we are always respectful and take responsibility for our actions.
- **Growth mindset** – We work hard; we are resilient in adversity and unafraid of failure, always embracing our mistakes and celebrating our growth.
- **Excellence** – We are highly ambitious, doing the best in all we do to become the greatest version of ourselves.
- **Community** – We are unified, valuing relationships that create an environment where everybody is accepted and belongs.



## About Ark

Ark is an education charity set up in 2004 to create a network of high achieving, non-selective, 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.

All Ark Schools prioritise six key principles:

- High expectations
- Excellent teaching
- Enriching Experiences
- Knowing every student
- Ambitious Curriculum
- Strong relationships

## **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.

## Job Description: Breakfast Club Supervisor

<b>Reports to:</b>	Breakfast Club and After School Club Lead
<b>Start Date:</b>	1 <sup>st</sup> September 2026
<b>Salary:</b>	ARK Support Staff Band 2, pro rota salary £3,371.20-£3,418.75 per annum based on FTE salary £28,218-£28,616 (FTE), depending on experience
<b>Hours:</b>	5 hours per week (7.30am -8.30am, Monday to Friday) during Term Time only
<b>Interviews:</b>	Candidates will be contacted once shortlisted
<b>Closing date:</b>	Monday 15 <sup>th</sup> June 2026

### The Role

To support with the running of Breakfast Club. To ensure the academy provides a high-quality wraparound care provision for primary school children, ensuring a safe, stimulating and enjoyable environment during breakfast and afterschool hours.

### Key Responsibilities

- **Supervision:** Ensure the safety and well-being of all children, maintaining a secure and nurturing environment.
- **Communication:** Liaise with parents, staff and stakeholders to ensure effective communication and collaboration.
- **Administration:** Contribute to attendance records and support other administrative tasks.
- **Health & Safety:** Implement and adhere to health and safety policies and procedures, including emergency protocols. To administer First Aid (training provided).
- **Nutrition:** Provide healthy breakfast options and snacks, catering to dietary requirements of children and promoting healthy eating habits.
- **Continuous Improvement:** Support the evaluation of the effectiveness of the program and make improvements based on feedback and best practices. To attend and participate in relevant meetings as required. To participate in training and learning activities and performance management as required.

### Other

- To actively promote the Academy and liaise with outside agencies as necessary, representing the Academy or ARK as appropriate
- To work across the Primary and Secondary sites as required
- To maintain a presence around the academy to ensure that the highest standards of behaviour and site-usage are upheld
- To communicate and liaise with staff, students, parents, governors and members of the local community as appropriate
- To be active in issues of staff and student welfare and support
- To comply with policies and procedures in relation to child protection, health, safety and security, confidentiality and data protection, reporting all concerns to an appropriate person
- To demonstrate a commitment to Equality of Opportunity for all members of the Academy's community

- To undertake training and development relevant to the post and in line with the Academy's priorities
- To undertake any other professional duties as set down in the ARK Schools pay and conditions of service document, and as directed by the Head of Primary and Principal.

# Person Specification: Breakfast Club Supervisor

## Qualification criteria

- First Aid certification – not essential, full training will be given
- Safeguarding training – not essential, full training will be given

## Experience

- Experience working with children in a childcare or educational setting.
- Strong organisational skills.
- Excellent communication and interpersonal skills.
- Ability to work independently and as part of a team.
- Creativity in planning and delivering activities.
- Proficiency in managing financial transactions and record-keeping.

## Behaviours and Qualities

- **Responsibility:** Demonstrates reliability and accountability within the provision and ensures the safety of children.
- **Proactivity:** Takes initiative in planning activities and addressing any issues that arise.
- **Adaptability:** Adjusts plans and approaches based on the needs and interests of the children.
- **Communication:** Maintains clear and effective communication with children, parents and staff.
- **Teamwork:** Collaborates well with other staff members and fosters a cooperative environment.
- **Empathy:** Shows understanding and compassion towards children, recognising their individual needs and emotions.
- **Patience:** Exhibits patience in dealing with children and managing challenging situations.
- **Creativity:** Brings innovative ideas to the program, making activities engaging and enjoyable.
- **Organisational Skills:** Keeps the club running smoothly with efficient planning and administration.
- **Attention to Detail:** Ensures accuracy in managing records, financial transactions, and health and safety protocols.
- **Enthusiasm:** Displays a positive and energetic attitude, motivating children and staff.
- Able to help implement the necessary routines and patterns to establish good behaviour management within the school.
- Vision aligned with ARK and the Academy's high aspirations and high expectations of self and others
- The ability to work in close harmony with all staff and enthuse / inspire others
- Flexible attitude towards work and demonstrates sound judgement.
- Strong interpersonal, written and oral communication skills
- Strong organisational and time-management skills and the ability to delegate appropriately
- Hard working, conscientious and accurate
- Adaptable, flexible and able to work with minimum supervision
- Approachable, calm and caring

- A firm and constant belief in the unlimited potential of every student and a commitment to inclusive educational provision
- A commitment to the safeguarding and welfare of all students
- An understanding of the importance of confidentiality and discretion
- The ability to develop positive relationships with all young people
- The ability to take personal responsibility, a readiness to reflect and self-evaluate and the ability to change, improve and develop
- Confidence and self-motivation
- The ability to work well under pressure
- High levels of honesty and integrity
- A sense of humour and desire to have fun.

## Other

- This post is subject to an enhanced Disclosure and Barring Service Check
- The post holder must be committed to safeguarding the welfare of children and to providing equality of opportunity.

*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](#).*