



Saturday Morning One to One Tutor Information Pack July 2011



Penfold Street
London
NW1 6RX

July 2011

Dear applicant,

Thank you for taking the time to find out more about King Solomon Academy Secondary School in Westminster and the possibility of working here. Included in this information pack is information about the academy, ARK Schools (who sponsor the academy) and the role of the Saturday Morning One to One Tutor.

The academy opened in September 2007 with an intake of two reception classes and is growing each year with a new intake. The secondary school opened in September 2009 with just 60 Year 7 pupils, and will continue to grow at a two form entry year on year. The academy is based in new, state of the art facilities, and will be structured into four small schools for infant, junior, middle, and upper pupils.

We are now looking for volunteer tutors to teach the pupils who need help most on Saturday mornings (during term time) for 3 hours (+ ½ hour planning). This would be a great opportunity to work with pupils who need support with basic literacy and numeracy in a sustained way. You will see the impact and progress of the work you do over the period you commit to help – there is flexibility over the length of commitment, the ideal being from the end of September to the end of July.

To apply for this role, please upload a CV and covering letter to <http://application.arkschools.net/?r=RWmy8yTT>. Applications will be reviewed on a rolling basis so please apply early to avoid disappointment. For more information about the school please visit www.kingsolomonacademy.org. If you have any questions regarding the position, or for more details, please contact Kristen on 0203 116 0873 or kristen.bridgeman@arkonline.org.

I wish you the best with your application.

Yours sincerely,



Max Haimendorf
Secondary School Headteacher
King Solomon Academy

About King Solomon

King Solomon Academy (KSA) is a brand new, all-through school for 3 - 18 year olds in Lisson Grove. It opened in September 2007 with two reception classes and is growing each year, until there are classes for children from nursery age right through to sixth form. The secondary school opened in 2009 with year 7 pupils.



Pupils and their immense potential are at the heart of the academy. They live and work by the philosophy that there are no excuses and no short cuts to success, and promote excellence in every aspect of academy life.

King Solomon Academy has achieved an outstanding rating from Ofsted for the whole academy (primary and secondary). This is a truly remarkable achievement for an academy that opened just two years ago.



Among the points highlighted by the Inspectors in the academy's first full inspection report since opening, they say:

"King Solomon Academy is an outstanding and unique 21st century school". Among many other points Ofsted praise KSA's creation and inspiration of "a community of enthusiastic learners, who are passionate about achieving academic excellence."

The KSA ethos: their beliefs that guide how they act as an community.

- Every child has the potential to excel
- It is through hard work and discipline that success is achieved
- Outstanding teachers, willing to do whatever it takes, can transform pupils' lives
- School should be a caring, safe place where pupils are happy
- Our pupils' parents are our most important partners

Students entering the school agree to follow two school rules:

- Work hard
- Be nice to others



New Facilities

King Solomon Academy has now moved into its purpose built new buildings. The original Grade II listed buildings, previously the North Westminster Community School have been extensively refurbished and expanded providing:

- Accommodation for 660 junior, middle and upper school pupils
- A multi use games area with flood lighting for year round use
- A new sports building with excellent indoor sports facilities and equipment
- A well equipped design and technology suite
- On site catering facilities to provide high quality hot meals every day
- A brand new infant school for 180 reception and key stage one pupils with a sixty place nursery



About ARK Schools

ARK Schools is an education charity that runs a network of eight academies in London, Portsmouth and Birmingham. ARK Schools was created in 2004 to work with the DfE and local authorities to create new schools offering exceptional opportunities to local children in inner cities through the academies programme.

ARK Schools' aim is to help close the achievement gap between children from disadvantaged and more affluent backgrounds. Its academies focus on raising attainment so that every pupil has a real choice of going on to higher education when they complete school. Its schools are non-selective, community schools for local children. They are non-denominational other than where they replace a school that previously had a religious affiliation.

	BOROUGH	OPENED	AGE	OFSTED		
				Predecessor	Sec. 8 progress visit	Sec. 5 inspection
Burlington Danes	Hammersmith	2006	11-18	Special measures	Satisfactory	Good
King Solomon	Westminster	2007	3-18	N/A	Outstanding	Outstanding
Walworth	Southwark	2007	11-18	Satisfactory	Good	Good (with outstanding capacity to improve)
Globe	Southwark	2008	3-18	Special measures	Good	Good (with outstanding capacity to improve)
Evelyn Grace	Lambeth	2008	11-18	N/A	Good	N/A
Ark	Brent	2008	3-18	N/A	Good	Outstanding
Charter	Portsmouth	2009	11-16 (due to 18)	Notice to improve	N/A	N/A
St Alban's	Birmingham	2009	11-16 (due to 18)	Good	N/A	N/A



ARK academies’ achievement to date

The latest complete set of data (2010) demonstrates that ARK Schools is the top performing multiple academy sponsor on the basis of average annual increase in GCSE attainment since opening (including English and maths). In 2010 the five ARK academies with GCSE results achieved an average improvement rate of 12.6 percentage points on last year’s results.

GCSE performance (% achieving 5 GCSEs A* - C including English and Maths)

	Predecessor school	2009	2010
Burlington Danes	31% (2006)	50%	70%
Walworth	26% (2007)	45%	60%
Globe	26% (2008)	35%	41%
St Alban’s	23% (2008)	31% (predecessor)	50%
Charter	8% (2008)	21% (predecessor)	25%

The ARK Schools ethos

Academic achievement – no excuses

- ARK Schools has high expectations for its pupils. We believe every child can realise their potential given the right encouragement, teaching and support. We want every pupil at our academies to leave with the qualifications and skills they need to have real choice at 18, whether that is to continue their education or to pursue a career.

Culture – personal responsibility and mutual respect

- Our academies aim to maintain a respectful and orderly environment so that pupils can focus on learning and teachers on teaching.

The core curriculum: depth before breadth

- Our curriculum is designed and structured to ensure that all children master essential knowledge in English and Mathematics, with all schools having a specialist status in mathematics. In our infant schools, pupils have four literacy classes and three numeracy classes each day.

School Structure

- ARK academies are organised into a set of ‘small schools’, so that every pupil knows and is known by every teacher within their small school.
- Where the local structure allows we aim to establish “all through” schools. Primary school children have access to specialist facilities normally exclusive to secondary schools.

Commitment

- All pupils, parents, teachers and support staff sign a home-school agreement before school starts, so that everyone is committed to putting in the effort to ensure that each child succeeds.

SATURDAY MORNING ONE TO ONE TUTOR
JOB DESCRIPTION

START DATE : 17 September 2011

The Role

- To provide inspirational tutoring and role modelling to the pupils who need it most at King Solomon Academy for up to three hours on Saturday mornings.

Key responsibilities

- To tutor individuals and small groups of pupils, with a focus on basic literacy and numeracy.
- To mentor and coach pupils in the development of their self-confidence and aspirations for their future, in particular, their aspiration to go to, and excel at university.

Outcomes and activities

Learning Support

- Facilitate small group tutoring using prepared resources.
- Deliver one to one tutoring using prepared resources.
- Adapting resources and lessons according to the needs of your pupils.
- Observe, record and feedback information of pupil performance.

Coaching

- Coaching pupils to promote better decision making, motivation and improved achievement.

Other support

- Supervise pupils in playgrounds, lunchrooms, etc.
- Maintain pupil and family confidentiality.
- Attend regular meetings and training, as required.

Person Specification

Qualification Criteria

- Right to work in UK

Experience

- Experience of working with young people or adults in a paid or voluntary capacity is preferable.

Behaviours

Personal characteristics

- Genuine passion and a belief in the potential of every pupil.
- Helpful, positive, calm and caring nature.
- Able to establish good working relationships with staff and pupils.
- Able to follow instructions accurately but make good judgments and lead when required.
- Motivation to continually improve standards and achieve excellence.

Specific skills

- Good communication skills, including written and oral.
- Excellent numeracy and literacy skills.
- Competent with computers and other technology.
- Good administrative and organisational skills.
- Able to understand and implement particular strategies and methods to help pupils to improve their learning and enjoyment of learning.
- Able to deal with minor incidents, first aid, and the personal health and hygiene of the pupils.
- Understands the importance of confidentiality and discretion.

Other

- Commitment to the safeguarding and welfare of all pupils.
- This post is subject to an enhanced Criminal Records Bureau disclosure.

Saturday Tutoring Dates for 2011-12

Saturday	17 September 2011	Training
Saturday	24 September 2011	
Saturday	01 October 2011	
Saturday	08 October 2011	
Saturday	15 October 2011	
Half term break		
Saturday	05 November 2011	
Saturday	12 November 2011	
Saturday	19 November 2011	
Saturday	26 November 2011	
Saturday	03 December 2011	
Saturday	10 December 2011	
Christmas holiday break		
Saturday	07 January 2012	
Saturday	14 January 2012	
Saturday	21 January 2012	
Saturday	28 January 2012	
Saturday	04 February 2012	
Half term break		
Saturday	25 February 2012	
Saturday	03 March 2012	
Saturday	10 March 2012	
Saturday	17 March 2012	
Saturday	24 March 2012	
Easter holiday break		
Saturday	21 April 2012	
Saturday	28 April 2012	
Saturday	05 May 2012	
Saturday	12 May 2012	
Saturday	19 May 2012	
Half term break		
Saturday	09 June 2012	
Saturday	16 June 2012	
Saturday	23 June 2012	
Saturday	30 June 2012	
Saturday	07 July 2012	
Saturday	14 July 2012	End of Year celebration (tutoring till 12, events till 5pm)

ARK Schools, Safe Recruitment Procedure

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. This process is outlined below, but can be provided in more detail if requested.

Disclosure

This post is classified as having substantial access to children, and appointment is subject to an enhanced police check of previous criminal convictions (CRB). Applicants are required, before appointment, to disclose any conviction, caution or binding over including 'spent convictions' under the Rehabilitation of Offenders Act 1974 (Exemptions) Order 1975. Non-disclosure may lead to termination of employment. However, disclosure of a criminal background will not necessarily debar individuals from employment – this will depend upon the nature of the offence(s) and when they occurred.

Shortlisting

Only those candidates meeting the right criteria will be taken forward from application.

Interview

1. Candidates will be subject to an in-depth interview (of which there may be two such sessions; a screening at ARK followed by academy specific interview and, where appropriate, lesson observation)
2. Candidates will be asked to address any discrepancies, anomalies or gaps in their application form.

Reference checking

References from the previous and current employer will be taken up for shortlisted candidates, and where necessary employers may be contacted to gather further information.

Probation

All new staff will be subject to a probation period of six months (which may, in certain circumstances, be extended by up to 10 weeks). The probation period is a trial period, to enable the assessment of an employee's suitability for the job for which they have been employed. It provides the academies with the opportunity to monitor and review the performance of new staff in relation to various areas, but also in terms of their commitment to safe guarding and relationships with pupils.