

Job Description: Assistant Principal – STEM (Head of Science with oversight of Maths)

Reports to: The Principal
Start date: September 2023
Salary: Ark Leadership (Outer London) Points 10-14

The Role

The Assistant Principal will work closely with the Principal to embed Ark Blake's vision and build an exceptional school focused on excellent teaching & learning in Science and Maths. In addition, you will play an important role in the overall leadership and management of the academy and should be prepared to contribute to the leadership on aspects of any of the six pillars:

- **High expectations** including enrichment, careers & destinations
- **Knowing and valuing every child** including safeguarding and our School's Character Education
- **Excellent teaching and learning** and collaborative planning
- **Exemplary behaviour** including our pastoral care systems and safeguarding
- **An Academic curriculum** including timetabling, assessment and data
- **Always Learning** including new teacher mentoring, coaching and weekly teacher and teacher and leadership training

Roles will be reviewed annually and will be subject to change as the school grows. Each member of the senior team will have the opportunity to gain experience in more than one aspect of school leadership in preparation for headship.

Key responsibilities

- Embed Ark Blake's vision for exemplary Teaching and Learning in Science and Maths and contribute to the annual school evaluation and development planning
- Contribute to an ethos and culture of high expectations in every aspect of academy life
- Safeguard all pupils, and build effective external relationships, including with parents, the wider community and other stakeholders
- Support practices that improve provision across the Ark network, in particular in relation to teaching and learning

Outcomes and activities

Vision & Leadership

- Communicate the academy vision effectively to pupils, staff and wider stakeholders
- Contribute to the establishment, implementation and review of whole school systems and policies
- Feed into the codification of the academy's provision to embed high quality practice in teaching and learning
- Demonstrate a commitment to equality of opportunity for all members of the academy's community
- Build and maintain strong working relationships with the network, community, agencies, and stakeholders, including parents and the Governing Body
- In the absence of the Principal or Vice Principal, undertake the professional duties of the Principal as reasonably delegated

Management & Training

- Line manage middle leaders and/or operational leaders, and oversee their development
- Ensure that the culture and ethos of the school, along with the pillars, inform all practice in line-managed departments

- Develop all staff in line-managed departments as educational leaders and ensure all post-holders are systematically trained to complete their roles to an exceptionally high standard
- Deliver high quality training as part of the annual staff induction and CPD programme
- Coach and/or mentor staff as required
- Commit to the professional development of self and others

Culture and ethos

- Contribute to the development of clear systems to establish and maintain a positive and purposeful climate for learning in classrooms and around the school
- Complete duties around the school, modelling best practice for all staff
- Promote a culture of safety and wellbeing across the school, where all practice is fully compliant with our safeguarding policy and issues are dealt with in a timely fashion

Teaching

- Model outstanding teaching practice in terms of planning and preparation, teaching and assessment
- Ensure that all pupils achieve at chronological age level and make exceptional progress

Development of the Ark Network

- Share codification and innovation work with others in the network to develop great practice
- Value and support practices driving continued progress across the network of Ark schools

Other

- Undertake, and when required, deliver or be part of the appraisal system and relevant training and professional development
- Undertake any other responsibilities as directed by the Principal.

Person Specification: Assistant Principal – STEM

Qualification Criteria

- Strong A Levels or equivalent
- Qualified to degree level and above
- Qualified to teach and work in the UK

Experience

- Experience of having led and managed a team of people
- Experience of having worked successfully in at least one school in an urban, multi-cultural setting, teaching pupils from backgrounds of socio-economic disadvantage
- Experience of having led, or significantly contributed to, the success of a whole school initiative

Behaviours

Leadership

- Able to work in close harmony with the Principal and senior team
- Management style that encourages participation, innovation and confidence
- Ability to lead, coach and motivate staff, including professional development and effective management of underperformance
- Strong interpersonal, written and oral communication skills
- Resilience and motivation to lead the academy through day-to-day challenges
- Genuine passion and a belief in the potential of every pupil
- Motivation to continually improve standards and achieve excellence
- Commitment to the safeguarding and welfare of all pupils.

Vision and strategy

- Vision aligned with Ark Blake's high aspirations and high expectations of self and others
- Understands strategies to establish consistently high standards of behaviour in an inner city
- Excellent organisational skills
- Competent in the use of data to inform and diagnose weaknesses

Teaching

- Understands what outstanding teaching practice looks like, how to diagnose and implement effective strategies to raise learning standards.

Leading External Relationships

- Can develop and maintain effective working relationships with parents and the wider community
- Ability to work collaboratively with partner stakeholders, agencies and peers in the Ark network

Other

- Commitment to equality of opportunity and the safeguarding and welfare of all pupils
- Willingness to undertake training
- This post is subject to an enhanced Disclosure and Barring Services check.

For more information about our school, please visit: www.arkblake.org.

To arrange a confidential conversation with the Principal about this role, please contact: hr@arkblake.org.

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](#)