



**Ark Victoria  
Academy**

## **Primary Deputy Headteacher**

Ark Victoria is looking for a highly motivated and inspirational Deputy Headteacher to join our primary phase leadership team. You will be centrally involved in the overall leadership and management of the academy. You will support the Headteacher to achieve extremely high standards of achievement through embedding a strong curriculum, exceptional pedagogy, character, personal development and behaviour.

As the Deputy Headteacher you should also be prepared to lead on areas such as curriculum development, monitoring of standards and teacher effectiveness, tracking and analysis of results, data, personal development, behaviour management, external relations and community links, staff development, training and induction. There will also be a teaching responsibility with this post.

Our values mean a great deal to us and underpin all that we do, and so it is important that you champion Ark Victoria's pledge of being Ambitious, Resilient and Kind as well as living by the Ark ethos and six pillars that enable us to achieve our mission.

As part of the Ark network, our staff benefit from strong links with the wider network; particularly with the other Ark schools in Birmingham. We harness expertise and build pastoral communities so that our teachers can learn from and collaborate with colleagues. As well as networking with colleagues in other Ark schools, our staff receive high quality training and support.

If you are ready to add further value to our school and to join a brilliant school leadership team, then you will find this job extremely rewarding.

## **About Ark Victoria Academy**

Ark Victoria Academy is a high performing school across all key stages, providing pupils with a unique journey in their education through the curriculum, personal development programme, student experience offer and the vast range of opportunities that we are able to provide as an all-through school. 82% of all grades awarded at GCSE 2022 are grade 4 and above, against a national figure of 73%. 86% of students gained a grade 4 or above for English and Literature. At KS2 77% of pupils gained the expected standard in reading, writing and maths, against a national figure of 59%.

---

**Ambitious**

**Resilient**

**Kind**

---



Whilst being a large school, we are able to retain a family feel, to nurture our pupils through their schooling and ensure that they leave us with the skills and qualifications necessary to continue their journey of life-long learning in a university or career of their choice.

It's for this reason that Ark Victoria Academy was judged 'Good' by Ofsted in May 2019, with a strong emphasis on expert subject knowledge from our teachers, strong teaching and leadership and a focus on excellence for our students and staff.

Our [website](#) can provide more information about Ark Victoria Academy.

### ***Why work for our school?***

Hear what our teachers have to say about working at Ark Victoria Academy:

<https://arkvictoria.org/page-strips/hear-our-team-o>

For an informal, conversation about the role please contact HR Manager, Kelly Mubarik on 0121 393 4459 or [k.mubarik@arkvictoria.org](mailto:k.mubarik@arkvictoria.org)

***Please note the school reserves the right to close this advert early and interviews may take place before the advertised closing date. Applicants are strongly encouraged to apply early for this role to avoid disappointment.***

<b>Reporting to:</b>	Primary Headteacher
<b>Location:</b>	Ark Victoria Academy, Talbot Way, Birmingham, B10 0HJ
<b>Start date:</b>	January 2023
<b>Contract:</b>	Permanent
<b>Working Pattern:</b>	Fulltime
<b>Salary:</b>	Ark Leadership Scale Points L15 – L19 (£60,462 - £66,705 per annum)
<b>Closing date:</b>	14 <sup>th</sup> October at 11am
<b>Interviews:</b>	Week commencing 17 <sup>th</sup> October 2022

### ***How to Apply:***

Please submit your application online by visiting <https://arkvictoria.org/vacancies>.



# Job Description

## Key Responsibilities

### Leadership and Management

- To support colleagues, including all other members of the leadership team, in their work for the development and improvement of the academy
- In partnership with the Headteacher and rest of the leadership team, ensure the safeguarding of all pupils, and that the safety and wellbeing of pupils and staff is promoted and maintained at all times
- To support and contribute to the process of writing, implementing, evaluating and reviewing the annual Academy Improvement Plan, with understanding of its position and relevance in the cycle of school resourcing, improvement and long-term planning
- Take responsibility for day-to-day management of the school, as directed by the Headteacher
- Take full responsibility for the school in the absence of the Headteacher
- To fully support whole school policy decisions, contribute to their initiation and sustain their implementation and review
- To actively promote the academy and liaise with outside agencies as necessary, representing the Headteacher, the academy or Ark as appropriate
- To contribute to discussions and decisions at Leadership Team meetings
- To offer information, advice and perspective to the governing body and to any legitimate external enquiry/evaluation
- To communicate and consult with staff, pupils, parents and members of the local community as necessary
- To support the Headteacher in managing the review cycle of school policies and act as a role model in the implementation of these policies
- To support the Headteacher in the responsibility for the implementation of performance appraisal for all staff

### School Ethos and Culture

- Maintain a strong academy community, characterised by a positive climate for learning and caring, respectful relationships
- To maintain a presence around the school to ensure that the highest standards of behaviour are upheld, to contribute to the overview and review of pupil behaviour and to participate in the regular whole-school supervisory duties fulfilled on a scheduled basis by the leadership team
- To be active in issues of staff and pupil welfare and support
- To demonstrate a commitment to Equality of Opportunity for all members of the academy's community
- Maintain the school culture and ethos that is utterly committed to achievement

### Teaching and Learning

- Monitor, evaluate and drive improvement of the quality of planning, teaching and learning, and assessment across the school

---

**Ambitious**

**Resilient**

**Kind**





- Use knowledge of child development to further develop the curriculum, incorporating key concepts and developmental milestones
- Enable all teachers to achieve expertise in teaching and learning, through co-planning, coaching and mentoring, as well as through the planning of and delivery of CPD and INSET
- Monitor the work of all teachers through observations, learning walks, book scrutinies, an understanding of data and classroom learning environments and respond accordingly
- To support the Headteacher in leading whole school planning and assessment through accurate record keeping and sophisticated data analysis
- Ensure that all pupils achieve at chronological age level or, if well below level, make significant and continuing progress towards their target
- To maintain a teaching timetable, modelling outstanding practice in terms of classroom teaching, preparation, marking and assessment
- Participate actively throughout the network, by attending relevant meetings, and, as appropriate, delivering network-wide training and initiatives
- Keep up-to-date on current research and thinking and bring relevant documents to the attention of staff.

### **Other**

- Ensure compliance with Ark data protection rules and procedures
- Liaise with colleagues and external contacts at all levels of seniority with confidence, tact and diplomacy
- Work with Ark Central and other academies in the Ark network, to establish good practice throughout the network, offering support where required
- Undertake any other professional duties as set down in the Ark Schools pay and conditions of service document, and as directed by the Headteacher

## **Person Specification**

### **Qualification Criteria**

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

### **Experience**

- Experience of prior successful leadership at a senior level
- 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 school through its leadership, ethos, teaching and learning and results
- Experience of having improved and sustained an effective behaviour management policy
- Experience of designing and delivering CPD alongside coaching, co-planning and mentoring

### **Behaviours**

#### **Leadership**

- Genuine passion and a belief in the potential of every pupil

---

**Ambitious**

**Resilient**

**Kind**

.....

- Effective management style that encourages participation, innovation and confidence
- Ability to lead, coach and motivate staff within a performance management framework, including professional development and effective management of underperformance
- Ability to develop the leadership skills of others
- Strong interpersonal, written and oral communication skills
- Reflective and proactive in seeking feedback to constantly improve practice
- Resilience and motivation to lead the academy, alongside the Headteacher, through day-to-day challenges while maintaining a clear strategic vision and direction
- Commitment to the safeguarding and welfare of all pupils

### **Vision and strategy**

- Vision aligned with Ark's high aspirations and high expectations of self and others
- Clear understanding of the strategies to establish consistently high standards of behaviour in an inner-city school and commitment to relentlessly instilling these strategies
- Strong organisational skills
- Ability to delegate effectively
- Use of data to inform and diagnose weaknesses that need addressing

### **Teaching and Learning**

- Exemplary classroom practitioner
- Understands what exemplary teaching looks like and how to implement effective strategies to raise learning standards
- Have experience of planning, leading and evaluating CPD which impacts on standards
- Has effective and systematic behaviour management, with clear boundaries, sanctions, praise and reward
- Demonstrates resilience, motivation and commitment to driving up standards of achievement
- Acts as a role model to staff and pupils
- Commitment to regular and on-going professional development and training to establish outstanding classroom practice.
- Keeps up-to-date on current research and thinking

### **Other**

- Knowledge and understanding of child development, including developmental milestones and the implications this has on curriculum development
- Can skillfully manage and maintain effective working relationships with parents and other stakeholders.
- Commitment to equality of opportunity and the safeguarding and welfare of all pupils
- Willingness to be reflective and undertake development opportunities
- 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.*

## Principal

I am delighted and proud to welcome you to Ark Victoria Academy, a family school in the heart of Small Heath. I joined our academy in 2019 and am working hard with our pupils and staff to make sure our school continues to improve. We want to provide an excellent education for each and every one of our pupils.



As Principal, it is my responsibility to create an environment in which your child can become a confident, articulate, resilient and kind young adult. Our curriculum, enrichment programme and student experience days, help ensure our pupils learn, thrive and make progress. We are committed to preparing and supporting our pupils to go on to pursue careers they are passionate about, contributing positively to society and living happy, healthy and fulfilled lives.

Our school community works hard to ensure our values of being **ambitious**, **resilient** and **kind** underpin our work and are upheld by us all.

We know that all children can and will achieve success and our dedicated staff work hard to nurture, support and provide challenge, to make this a reality. We welcome and value the input of carers and parents; together, we work hard to help realise the dreams and ambitions of our children and their families.

Please take a look around our website to find out what we can offer your child. The best way to really understand our school is to experience it. I would love to show you around and answer any questions you may have.

**Ms Ela McSorley, Principal**

## Primary Headteacher

Welcome to the primary Phase of Ark Victoria Academy.

The primary phase begins in Nursery and continues into Reception where we take in 90 pupils each year. We are incredibly proud of the start we give our pupils in Early Years, laying the foundations for the educational journey they will continue through to Year 11.

Our values of ambition, resilience and kindness underpin all the work that we do within our academy. We have high expectations and expect our pupils to work hard in order to achieve their full potential. Our academy is a calm environment where pupils behave well at all times.



Our classrooms are purposeful learning environments where children debate, discuss and develop their ideas with confidence and respect. Reading is at the heart of our academy. We know how important it is that pupils move into Year 7 able to read well. Our love of reading is visible throughout the school and in every classroom. We dedicate time to high quality teaching of reading in every phase, listening to pupils read regularly and developing children's passion for reading at every opportunity.

We pride ourselves on knowing every child in our care and our curriculum is planned, sequenced and delivered with our pupils at its heart. We dedicate time to ensuring pupils develop the core knowledge and skills they need in preparation for secondary school and enrich our learning with a wide range of extra-curricular activities.

---

**Ambitious**

**Resilient**

**Kind**



We understand the importance of working together with parents and have regular opportunities for parents to come into school. We regularly share ways to help children at home, celebrate the work they have been doing and share information about the progress our pupils are making. We are always available (you will see us on duty every day before and after school!) so please do approach us with any questions you may have.

We feel privileged to be part of an all through academy, preparing our pupils for the secondary phase of their education which builds seamlessly on the work we do in primary. Staff in Year 6 work very closely with Year 7 staff to ensure a positive transition experience when children move into the next phase of their education with us. We ensure that children's individual needs are met, families are supported and our high expectations are maintained. We believe in each of our pupils and we are very proud when we hear of their success as they move into secondary school and beyond.

**Mrs Victoria Twort, Primary Headteacher**

## Being part of the Ark network

Ark is an international charity, 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 know that great schools need great teachers, which is why we offer you the very best training and support at every stage of your career - from starting out as a trainee to running your own school.

Our highly-successful network of 37 schools educates over 20,000 students across Birmingham, Hastings, London and Portsmouth. They are achieving some of the best results in the country despite being largely in areas of historic academic underachievement.

Ark schools prioritise six key principles: high expectations; excellent teaching; exemplary behaviour; depth before breadth; more time for learning; knowing every child.

Ark invests significantly in a number of professional development programmes which complement academy level training:

- The Ark training menu: we have developed a bespoke training menu, which is accessible by all staff in the network offering a wide range of training modules to staff in all roles
- Network support: schools share CPD, allowing us to share best practice and role specific training across the network, facilitated by in-school and central staff
- Ark staff receive 10 training days each year rather than five creating time to collaborate with subject specialists within each school and across the network

Ark is at the forefront of changing education society through education. You can read more about how Ark is transforming lives through education [here](#).

## Ark Safer 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.

## **Disclosure**

This post is classified as having substantial access to children, and appointment is subject to an enhanced police check of previous criminal convictions (DBS). 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.

## **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 academy 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 safeguarding and relationships with pupils.