



Ark Kings Academy -Vice Principal Academic (Secondary)

Reporting to: Principal

Location: Ark Kings Academy

Contract: Permanent

Working Pattern: Full Time

Salary: Ark Leadership Scale L16-20 (£62,067 - £68,358)

Start date: September 2021 or before

Closing Date: 19 April

Interview: 22 / 23 April

This is a unique opportunity to join Ark Kings Academy as a Vice Principal Academic and support the Principal and Vice Principal Pastoral in the running of the Secondary school. You will be a key player in the all-through Leadership Team, contributing to the academy's overall success.

We are seeking an exceptional senior leader with a proven track record of leadership success. We aim to transform the lives of our pupils and our mission is to provide a rigorous education that, *“develops outstanding character and enables our pupils to be successful in life, education and employment”*, irrespective of their starting point. Our staff strive to do whatever it takes to make this a reality.

This role provides the opportunity to excel in a supportive environment and contribute to the ongoing development of our school community.

As a key member of the senior leadership team, you will be fundamental in the overall leadership and management of the academy and will help to establish a school culture that is both nurturing and rigorous. We are searching for someone who is 100% aligned to our mission, vision and values. This role offers the opportunity to mentor

and nurture a team of other like-minded leaders as well as being mentored and nurtured yourself as a leader.

The Role

You will take the strategic lead for the academic development of the school, being accountable for pupil outcomes and monitoring the quality of provision. You will lead a team of Assistant Principals, who in turn lead departments. A key part of your role is driving up standards of teaching and learning through an effective framework of staff development. You will lead curriculum development and implementation, along with assessment, providing data analysis that informs targeted interventions.

Your specific responsibilities will be agreed annually and may change, to allow you the opportunity to gain experience in all aspects of academy's leadership in preparation for Headship.

The School

Ark Kings Academy is a growing school serving its local community – a school that meets the needs of each of its students and has the highest expectations of every one of them to do well. In September 2017, Ark Kings became an all-through academy, admitting children from Reception to Year 11 and has improved both academically and in the provision we provide. We want to transform the life chances of every student who comes to this school. We focus on academic excellence and make sure that every child achieves their potential in subjects that will serve them well beyond school.

We welcome visits to our school. To organise a visit, or for more information about the role, please contact Kate O'Keeffe on k.okeeffe@arkkingsacademy.org or call 0121 459 4451. For further information about the school, please visit our website: <https://arkkingsacademy.org/>

Applications will be shortlisted on a rolling basis and we reserve the right to interview and appoint before this closing date if a suitable applicant is found, and so early application is advised.

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. All successful candidates will be subject to an enhanced Disclosure and Barring Service check.

Job Description – Vice Principal Academic

Key Responsibilities

- Support colleagues, including all other members of the leadership team, in their work for the development and improvement of the academy, in order to achieve high standards of behaviour and attainment
- Support and contribute to the development and implementation of the academy's vision and strategy
- Take responsibility for day to day management of the school alongside the Principal and SLT, and in the Principal's absence, take full responsibility for the school
- In partnership with the principal 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

Leadership and Management

- Share responsibility for the management of the Academy and to contribute to the consultative and decision-making processes
- Support whole school aims, objectives and policy decisions, contribute to their establishment and initiation and sustain their implementation and review
- Actively promote the academy and liaise with outside agencies as necessary, representing the Principal, the academy or Ark as appropriate
- Provide information, advice and perspective to the governing body and to any legitimate external enquiry/evaluation
- Support the Principal in the responsibility for the implementation of performance appraisal for all staff, including line management of particular staff

School ethos and culture

- Support the Principal in fostering a strong sense of academy community and ethos among both staff and students
- Promote consistent implementation of behaviour policy and system of rewards and sanctions, characterised by orderly behaviour, caring and respectful relationships, and no shouting
- Act as a positive role model to staff and students
- Be active in issues of staff and student welfare and support and demonstrate a commitment to Equality of Opportunity for all members of Academy staff

Teaching, learning and assessment

- Support the training and development of teaching staff so as to improve the quality of teaching and raise the level of challenge in lessons
- Use regular assessments to monitor progress and set targets, and respond accordingly to the results of such monitoring
- Support the Principal in leading whole school planning and assessment through accurate record keeping and sophisticated data analysis
- Ensure that all pupils achieve at their chronological age level or, if well below level, make significant and continuing progress towards achieving this

- Maintain a teaching timetable and teach each outstanding lessons that motivate, inspire and improve student attainment
- Maintain regular and productive communication with parents, to report on progress, sanctions and rewards and all other communications

Other

- Actively promote the safety and welfare of our children and young people
- Ensure compliance with Ark's 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

This job description is not an exhaustive list and you will be expected to carry out any other reasonable tasks as directed by your line manager.

Person Specification: Vice Principal

Qualification Criteria

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

Knowledge, Skills and Experience

- Demonstrable commitment to raising attainment of all pupils
- Experience of having led, or significantly contributed to, the success of a school through its leadership, ethos, teaching and learning and results
- Experience and understanding how to improve and sustain school improvement
- Experience at Assistant Head or Deputy Head level (or equivalent)
- Experience leading a team and/or working to support the significant success of others, including professional development and effective management of underperformance
- Ability to use data to inform decision making and diagnose weaknesses that need addressing

Behaviours

- Genuine passion for and a belief in the potential of every student
- A robust awareness of keeping children safe, noticing safeguarding and welfare concerns, and you understand how and when to take appropriate action
- Deep commitment to Ark's mission of providing an excellent education to every student, regardless of background
- Excellent interpersonal, planning and organisational skills
- Resilient, motivated and committed to achieving excellence
- Reflective and proactive in seeking feedback to constantly improve practice
- Commitment to regular and on-going professional development and training to establish outstanding classroom practice.

- Commitment to and understanding of professionalism in line with the National Teaching Standards

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

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