



Ark Alexandra
Academy

**Vice Principal
Candidate Pack**





Dear school leader,

Thank you for your interest in the role of Vice Principal at Ark Alexandra Academy.

Ark Alexandra is a large secondary academy in Hastings, East Sussex. As a Church of England school, our values of faith, excellence and kindness underpin our ethos, culture and behaviour. We have an inclusive admissions policy that welcomes, without preference, students of all faith and none. We believe that everyone deserves to be accepted, included, and empowered to live a purposeful and fulfilling life.

Our vision is to provide all members of our community with the opportunities to engage with 'life in all its fullness' (John 10:10). This will be achieved through the highest quality of education that a truly great school will provide. By knowing every student, demonstrating kindness, we will inspire every member of Ark Alexandra to have a positive impact on the community around them. We are committed to striving for excellence and inspiring our students to fulfil their potential. We place a primacy on traditional values: discipline, courtesy and respect. Our students are smart and ready to learn and thrive.

We continuously strive to maintain and further develop a safe, calm and purposeful environment, in which all children feel happy, secure and respected. Our commitment to safeguarding is further detailed in our Safeguarding and Child Protection Policy which can be found on our website [here](#). Joining our school team is an excellent opportunity for a proactive person who wants to make a lasting difference to the communities they serve.

Ark Alexandra Academy is a popular secondary school in Hastings. We have grown from 10 to 12 form entry and operate a 'One School, Two Campus' model, which brings with it unique opportunities for career growth and development. The school is on an exciting and rapid journey of improvement under a new leadership team, which is underpinned by research and best practice.

Our school is on an exciting rapid upward trajectory. Ark Alexandra operates as one school across two 6FE campuses. This creates the dual benefit of working within a small school family setting, whilst providing unique opportunities for growth, development and career opportunities that exist in a large school model.

We take a traditional and research-based approach to education with a primacy placed on cognitive science, scholarship and what the best schools do. We are a no-nonsense, mobile phone free school, where staff can focus their efforts on teaching great lessons. Our focus on extra-curricular activities including DofE (bronze to gold), Army Cadet Force and reward trips ensures our students benefit from a range of exciting opportunities.

As part of the Ark network, Ark Alexandra Academy has access to the dedicated support of a highly successful MAT with a well-regarded CPD offer for leaders and teachers at all levels. In addition, the school is part of the Hastings DfE Education Investment Area giving an increased focus on the region, potential funding, and genuine opportunities for collaboration between schools.

We warmly welcome and encourage conversations about the role and visits to our school for suitable candidates. If you are interested in finding out more about this opportunity, please contact our PA to the Headteachers, Carol Sales, on c.sales@arkalexandra.org.

Kind regards,

Alex Birks-Agnew & Tommy Ittu
Headteachers



How is Ark Alexandra different?

- We are part of the Ark family of schools and benefit accordingly from outstanding networking and career opportunities and first-class CPD.
- Staff wellbeing is one of our main priorities. We have an 8am - 5.30pm/weekend work-related communication curfew to ensure our staff can maintain a work/life balance.
- Our systems and processes for communication and assessment are streamlined, research led and based on the needs of our local context.
- Behaviour for learning is always a high priority so our teachers can focus their time on the things that matter – planning and delivering brilliant lessons for our students.
- This is a strict no excuses, mobile phone free school.
- We offer a wide range of enrichment opportunities for our students that have excellent attendance and feedback.
- Our curriculum is academic and designed to prepare our students for the workplace in the 21st century
- We put high-quality teaching at the heart of what we do. Live coaching and current best practice in the field of education is central to our approach.
- There is the opportunity to steer your own career. There is a range of professional development opportunities available should you be seeking to further your career beyond classroom teaching.
- As we are part of the large Ark network, this means that we work collaboratively with other schools to build a curriculum suitable for all students and bespoke to our context.
- Salaries higher than the national pay scales.
- Twice as many training days as standard with network-wide events with Ark colleagues.
- Unique opportunities for growth and development
- We offer health benefits such as a Healthcare Cashplan, Cycle to Work scheme, Employee Assistance Programme and Ark Rewards – a scheme offering savings from over 3,000 major retailers

If you are ready to add further value to our dedicated, hard-working team and to work alongside a diverse school leadership team, then you will find this job extremely rewarding.

To find out more about Ark Alexandra, please visit our website www.arkalexandra.org

Alignment with the school's vision, values and approach to education is essential.



The Opportunity

We are now seeking to appoint a Vice Principal who shares our vision for Ark Alexandra and has the skills, drive and commitment to help us achieve our ambitions for the school. The new Vice Principal will join a strong SLT with a firm focus on improving outcomes for all students. You will have the skills, drive and commitment to help us achieve our ambitions for the school as we enter this next phase of its improvement journey.

The successful candidate will have a strong grasp of the research and best practice which underpins great state education. You will have a fire in your belly to fundamentally change the education landscape on the South Coast. You will align with the principles of a 'warm-strict' education where a no-nonsense approach is taken.

The exact responsibilities will depend on the skills of the successful candidate, and we are keen to hear from any strong leaders excited by the challenge of joining our school. Currently, we are looking for a leader who can demonstrate skills leading across **Teaching & Learning, specifically using Teach Like a Champion (TLAC) techniques, or Behaviour and Culture**. A proven track record of impact in this area would be desirable, however, to help you gain experience in all aspects of school leadership, and preparing you for future progression, the exact role and specific responsibilities will be reviewed and agreed annually.

As a member of the senior leadership team, you will be centrally involved in the overall leadership and management of the academy and will help to establish a school culture that maintains exceptionally high expectations for both staff and pupils. You will also have the opportunity to collaborate with colleagues across the network and will feed into the development of excellent practice beyond your own school.

How to Apply

We welcome conversations about the role and visits to our school. If you would like to schedule a school tour on 13 or 14 May 2025, please contact Carol Sales, PA to the Headteachers at c.sales@arkalexandra.org.

To apply, please submit an application via the Ark careers portal by **23:59 on Sunday 18 May 2025**.

Please note: we are unable to accept applications via CV. We will also be reviewing applications on an on-going basis and this advert may close earlier than advertised depending on the level of response. Early application is strongly encouraged. You will be able to pause, save and log back in to complete your application up until the vacancy closes.

About Ark Schools

Ark is a network of non-selective schools and run 39 academies in London, Birmingham, Hastings and Portsmouth educating more than 30,000 students.

Ark's aim is to ensure that all children, regardless of their background, have access to a great education and real choices in life. For further information about Ark Schools please read the attachment on the application website – Why join an Ark school? or visit

<https://arkonline.org/about-us/>



Job Description: Vice Principal

Reporting to: Heads of Schools

Location: Ark Alexandra Academy

Contract: Permanent

Working Pattern: Full Time

Salary: Ark Outside London Leadership Scale, point 21-25 (£82,641 - £91,154 per annum)

The Role

As Vice Principal, your exact role and specific responsibilities, will be agreed annually and will change, to allow you the opportunity to gain experience in all aspects of academy's leadership in preparation for headship. You will have the opportunity to lead in areas such as teaching and learning, behaviour and culture, curriculum development, systems and procedures, timetabling, tracking and analysis of results/data, external relations and community links, training and induction.

You will work collaboratively with other senior leaders and be a role model of excellence to the entire staff body, parents and pupils, including playing their part in the overall leadership of the school.

As a member of the senior leadership team, you will also be centrally involved in the overall leadership and management of the academy and will help to maintain and further enhance the school's 'warm-strict' and 'no nonsense' culture.

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 Heads of Schools and SLT, and in the Head's absence, take full responsibility for the school
- To support with the strategic direction of pupil culture and behaviour as well as their safety and personal development through observation and feedback, fostering excellent relationships with parents and external agencies and ensuring compliance with academy systems
- In partnership with the Heads of Schools 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 external agencies as necessary, representing the Heads of Schools, the academy or Ark as appropriate
- Provide information, advice and perspective to the governing body and to any legitimate external enquiry/evaluation



- Support the Heads of Schools in the responsibility for the implementation of performance appraisal for all staff, including line management of particular staff

School Ethos & Culture

- Support the Heads of Schools 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

- 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 Heads of Schools 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 achieving at level
- 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 an effective behaviour policy
- 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

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](#).



Positive Action & Inclusive Recruitment at Ark

We aim to build a diverse and inclusive organisation where everyone – staff and students – can do their best work and achieve their full potential. We want to reflect and represent diverse perspectives across our organisation because we know that doing so will make us stronger and more effective. Find out more about our commitment to [diversity and inclusion](#).

We particularly encourage applications from Black, Asian and ethnic minority candidates as they are currently underrepresented among our senior leadership teams. This is important to Ark as we aim to be more representative of our local communities.

We strive to make applying to and working for Ark as inclusive as possible and have a variety of systems in place to ensure that our approach is fair and open.