



Vice Principal
(Secondary)
*Teaching and Learning
or Curriculum*
Candidate Information Pack

Dear Candidate,

Since inception, King Solomon Academy has consistently been one of the highest performing non-selective schools in the country. Our reputation is one of excellence. We are redefining what is possible, and we are seeking an exceptional senior leader with a proven track record of leadership success, ready to join our high-performing school and to contribute to shaping and achieving our mission.

KSA aims to transform the lives of its pupils. Our mission is to provide a rigorous education that prepares our pupils for success at university and beyond, irrespective of their starting point. Our teachers and leaders do whatever it takes to make this a reality.

This is a unique opportunity to join King Solomon Academy as a Vice Principal to support the Principal in the running of the Secondary school, as well as joining the all-through Executive Leadership team and leading the all-through school.

We are a small school, run by a team of senior leaders who work together to achieve success across all the different functions of the school including both curriculum and pastoral responsibilities for all. As a member of the senior leadership team, we are searching for someone who is 100% aligned to King Solomon Academy's 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 in one of the highest performing and most forward-thinking schools in the country.

We are in the fortunate position to have a stable and flexible leadership team. A new Vice Principal could lead on Teaching and Learning or the Curriculum, we will be able to agree this at the time of appointment. We want to play to our new Vice Principal's strengths and allow them to be successful.

To apply, follow the link at <http://kingsolomonacademy.org/current-vacancies> by **9am** on **Thursday 23 March**. For an informal conversation about the role, please contact Shaheen Riaz, at s.riaz@kingsolomonacademy.org and 0207 563 6901.

Yours sincerely,



Max Haimendorf
Principal

Job Description: Secondary Vice Principal

Reports to: Principal
Start date: September 2023
Salary: Competitive

The role

Reporting directly to the Principal, the Vice Principal is responsible for the strategic leadership and significant operational management of Secondary responsibilities. The Vice Principal 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 all-through school, which will eventually serve around 1450 pupils. The role will either oversee the leadership of the Curriculum or Teaching and Learning in the first instance, but would suit someone who is ambitious to be a Principal in the future and is therefore eager to have impact in all aspects of School Leadership.

Key responsibilities

The precise areas of responsibility for this post will be agreed based around your skills and the needs of the school, but it is anticipated that you will be able to:

- Demonstrate outstanding leadership qualities and articulate clear values & moral purpose
- Promote high expectations in all areas of the academy for pupils and staff alike
- Model excellence in the classroom, leading the development of colleagues at all levels
- Confidently monitor and evaluate data and identify priorities for continuous improvement
- Train, coach and support identified teachers and leaders
- Communicate effectively & build strong relationships with the whole academy community
- Evidence successful leadership experience as a middle or senior leader
- Deputise for the Principal when required in all areas of responsibility
- Along with other senior staff, take responsibility for:
 - Safeguarding
 - Pupil culture and behaviour
 - Curriculum development and assessment
 - Teacher development and wider ongoing professional development
 - Recruitment

Key tasks

- To lead the strategic direction of teaching and learning across the whole academy through leading CPD, facilitating coaching and mentoring other identified teachers who need additional support
- To lead 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

- To monitor and evaluate our training programmes and improve all areas of responsibility over time
- To teach and model outstanding practice in terms of classroom teaching, culture building, preparation, marking and assessment.
- To line manage, mentor and/or coach allocated senior and middle leaders and/or teachers to ensure they are being led and managed in the best possible way.
- Together with other senior leaders, to provide leadership of the curriculum offer, to ensure that it provides our pupils with a transformational and rigorous curriculum which prepares our pupils for success in university and beyond.
- Together with other senior leaders, ensure all consequences, positive and negative (including all detentions, homework catch ups, internal exclusion and exclusion), are followed and executed in line with school policy, and where there are breaches of policy to take action to prevent reoccurrence, including holding staff, parents and children to account in making positive and lasting change.
- To build and maintain positive relationships with all pupils
- To be a professional role model for all pupils and staff in demeanour, appearance and attitude
- To monitor standards in their area of responsibility, evaluate and contribute to wider self-evaluation and development planning of and for the school
- To represent KSA effectively to external stakeholders including within the Ark network.

Other specific responsibilities

- Lead line management meetings, pre-work and arising actions
- Attend and contribute to SLT meetings
- Supervise learning outside of normal school hours at some key points of the year (e.g. Easter revision or a weekend residential trip)
- Supervise key parts of the school day as required (e.g. arrival or departure from school)
- Plan the induction and programme of support for new staff
- Observe teaching, monitoring teachers' knowledge of data, setting of homework, marking and challenge to pupils' performance

Other

- Undertake other various responsibilities as directed by the Principal

Role review

This job description sets out the main duties of the post at the time of drafting. It cannot be read as an exhaustive list. These responsibilities will be discussed annually as part of the postholder's annual performance review and are subject to change. However, it may be altered at any time subject to need in consultation with the postholder subject to the Principal's approval.

Person Specification: Vice Principal

Necessary qualification criteria

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

Essential experience

- Experience of highly effective senior leadership in a high performing school
- Experience of leading, coaching and managing staff at a senior level and with a proven track record of success
- Experience of delivering life-transforming impact on the outcomes of pupils by raising teacher and leader quality across a range of departments
- Experience of achieving high levels of pupil progress and attainment in a complex school environment
- Experience of leading a high achieving team of leaders within a complex school environment
- Experience of continually improving the quality of teaching and learning in their own subject area and through the leadership of other subjects outside of own teaching area
- Evidence of continually improving the behaviour and culture of whole groups of pupils, for example a year group or particular identified priority group
- Evidence of managing complex safeguarding cases and working with a range of professionals to best support our pupils and their families

Skills and attributes

We are looking for these skills and attributes or at the very least, a clear, demonstrable capacity to develop them organised around our four school values:

“Aiming high”

- Prepares for success with excellent organisational skills
- Works hard to achieve goals
- Never gives up on ourselves, our teammates or our mission
- Willingness to play a full part in school life and go above and beyond to ensure success
- High energy and driven by a ‘whatever it takes’ attitude.

“Working together”

- Works effectively as part of a team
- Seeks out opportunities to build on own and others’ strengths and helps others to be better through a culture of clear, kind feedback
- Makes a strong contribution to assessments and child-led planning

“Being kind”

- Able to create a safe, happy and successful environment for everyone in our community
- Shows gratitude
- Takes care of others
- Exhibits pride in achievements of self and others

“Leading the way”

- Has a passion for working with children
- Is a positive role model to others
- Is brave
- Shows initiative
- Feels passionate about creating a better future.

Other

This post is subject to an enhanced Disclosure and Barring Services check.



Principal

Max Haimendorf graduated from Oxford and joined the first cohort of the Teach First programme, teaching Science in West London. Following work at Teach First central office he joined the consultants Oliver Wyman where he worked in finance strategy. Whilst there he wrote about the importance of small schools in Teach First's first Policy Paper, Lessons from the Front. In 2008 he was appointed as Secondary Headteacher of King Solomon Academy, starting the Secondary part of the school in September 2009. He has now led KSA through two outstanding Ofsted inspections and to achieve the highest GCSE results in the country for a non-selective school in 2015. He became all-through Principal of KSA and Executive Principal of Ark Paddington Green Primary Academy in September 2016. He has supported other schools inside the Ark network as Executive Principal and supported a range of leaders inside and outside the Ark network. In 2020, he was awarded an OBE for services to Education.



“We are dedicated to doing whatever it takes to ensure each of our pupils has the chance to attend an academically rigorous university.”

Associate Principal

Beth Humphreys graduated from the University of Edinburgh with an MA in English Literature and French and then completed a second Masters' degree in Educational Leadership at The Institute of Education. She joined KSA in 2012 as Secondary Assistant Principal, took on the role of Secondary Vice Principal in September 2016 and moved to be Head of Primary in January 2017 and Associate Principal in January 2019. She continues to work all-through on some key aspects of our shared work including the curriculum and safeguarding. She is a passionate teacher of English and loves nothing better than seeing young people reading, writing and talking about brilliant books.





Being a Senior Leader in the Ark network

Ark is an international charity, transforming lives through education. Ark exists to make sure that every child, regardless of background, has access to a great education and real choices in life. The highly-successful network of 39 schools educates over 20,000 pupils across Birmingham, Hastings, London and Portsmouth, is now recognised as one of the highest achieving academy groups in the country.

Great schools are made of great leaders and we know strong senior leadership is key to ensuring our students have access to a great education. Which is why we recognise the value of supporting and investing in our staff, at every stage of their career.

There is room to grow at every stage of your career – even as a senior leader. With Ark, you will be joining a team of successful school leaders committed to support each other and sharing new ideas and best practice. From nationally-accredited development programmes, to residential trips with fellow leaders, at Ark you'll be given all the tools and support you need to develop as a successful school leader.

Ark runs a number of additional leadership programmes which provide structured support for our leaders to develop. This includes coaching and the opportunity to visit other successful schools inside and outside the Ark network.

Positive Action and inclusive recruitment at KSA

We are keen to bring new perspectives and backgrounds into our school to build a diversity of thinking so that we can build the best school possible. Following and analysis of our teaching body, we are actively welcoming qualified candidates from Black and Ethnic Minorities, as they are currently under-represented amongst our teachers. This is particularly important given the diverse community we serve.

We want to make applying to and working at King Solomon Academy as inclusive as possible, and have a variety of systems in place to ensure that our approach is as fair and open as possible:

- Transparent application procedure, including a well signposted interview day, which tells candidates how they will be assessed and how they can prepare
- 'Blind' screening of applications, discounting identifying characteristics when shortlisting, in pairs
- Diversity and Inclusion training for senior leaders involved in recruitment
- Interview processes which include a range of leaders to avoid any individual bias
- Discussion with the Staff Working Group (staff consultative body) to ensure the recruitment process is inclusive.

Ark 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.

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 safe guarding and relationships with pupils.

