



# Ark Alexandra Academy

## Associate Assistant Principal (Sixth Form)

<b>Reporting to:</b>	<b>Vice Principal (Quality of Education)</b>
<b>Location:</b>	<b>Ark Alexandra Academy, Hastings, East Sussex</b>
<b>Contract:</b>	<b>Permanent</b>
<b>Working Pattern:</b>	<b>Full Time</b>
<b>Start date:</b>	<b>September 2023</b>
<b>Closing date:</b>	<b>9.00am on Monday 22 May 2023</b>
<b>Salary:</b>	<b>Ark Outside London Leadership: L6 – L10: £50,860 - £56,175</b>

*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.***

### Ark Alexandra

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 is a two-campus secondary academy with a Sixth Form provision 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. We are committed to striving for excellence and inspiring our students to fulfil their potential. Our faith underpins our aim for all students to have the widest possible life choices. By knowing every student, demonstrating kindness, we will inspire every member of Ark Alexandra to have a positive impact on the community around them.

### 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.

- We do not do knee jerk reactions, fads or last-minute deadlines. Our systems and processes for communication, marking and feedback and assessment are streamlined and the approaches we take are 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.
- We offer a wide range of enrichment opportunities for our students that have excellent attendance and feedback.
- Our curriculum is traditional and academic, and we do not take shortcuts to boost our position in school league tables.
- 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 working across a split site – the largest secondary with a 6<sup>th</sup> form in the Ark network.
- We offer benefits such as a subsidised gym membership, Healthcare Cashplan, Cycle to Work scheme, Employee Assistance Programme and access to the Ark Rewards scheme which offers up to £1,000 a year in savings from over 3,000 major retailers.

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

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

## **The Role and the Department**

As Associate Assistant Principal you will lead on the implementation of our vision for Ark Alexandra's sixth form founded on high expectations, academic rigour and excellent destinations. You will ensure our students have a high quality sixth form experience inside and outside the classroom, leading to excellent outcomes that give them real choices in life. You will lead a strong and aspirational sixth form culture within a nurturing yet rigorous environment to drive excellent academic progress, with high expectations across all aspects of sixth form life that result in universally positive attitudes to learning.

As an associate member of the SLT you will work with colleagues to develop a school ethos utterly committed to high expectations of achievement and learning, characterised by students who have an obvious aspirational identity. This role represents an exciting development opportunity to lead on the growth and future success of our sixth form.

## About Ark Schools

Ark is a network of non-selective schools and run 39 academies in London, Birmingham, Hastings and Portsmouth educating more than 28,500 students.

Ark's aim is to create outstanding schools that give every student, regardless of their background, the opportunity to go to university or pursue the career of their choice.

We welcome conversations about the role and visits to our school. If you would like to be in touch for an informal and confidential conversation, please contact Jan Laker, our HR Manager at [j.laker@arkalexandra.org](mailto:j.laker@arkalexandra.org) Alternatively, the Regional Director Lorraine Clarke at [Lorraine.clarke@arkonline.org](mailto:Lorraine.clarke@arkonline.org)

To find out more about Ark Alexandra, please visit our website via [www.arkalexandra.org](http://www.arkalexandra.org) or for further information about Ark Schools please read the attachment – Why join an Ark school?

**Closing Date: Monday 22 May 2023 at 9.00am.**

*Ark value diversity and are committed to safeguarding and promoting child welfare. The successful candidate will be subject to an enhanced Disclosure and Barring Service check and any other relevant employment checks.*

## **Job Description: Associate Assistant Principal (Sixth Form)**

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### **Key Responsibilities**

#### **Standards, attitudes and ethos**

- Ensure that sixth form standards are excellent role models for the rest of the school.
- Create and maintain a strong ethos amongst sixth form staff and students that promotes aspiration and hard work.
- Support students to develop positive attitudes to learning, to use independent study time effectively and to develop strong study habits.
- Ensure the sixth form is fully integrated in whole school planning and development, and supports our core values.
- Implement clear and appropriate sixth form behaviour systems aligned to whole school systems; ensure that student successes are celebrated widely and regularly.
- Create and maintain a safe, respectful and supportive environment in all communal areas in which students can focus on learning.
- Work closely with the VP (Pastoral) to ensure that sixth form attendance systems are aligned to whole school systems and that sixth form attendance is above 96%.
- Ensure that students are consulted regularly about their sixth form experience, that they feel listened to and that concerns are discussed with SLT and addressed appropriately.
- Ensure communication with parents is regular and timely, and that parents are encouraged to play an active part in supporting their children's progress in sixth form.

### **Personal Development (PD) and Destinations Support**

- Ensure that the sixth form PD programme is coherently and consistently planned to build on PD in KS3 and KS4.
- Within PD, ensure that sixth form Destinations Support fits coherently within the whole school CEIAG programme, meets all relevant requirements under the Gatsby Benchmarks, and provides planned and targeted support for:
  - Applications to good universities, including highly competitive subjects and institutions
  - Applications to aspirational higher and degree apprenticeships
  - Employability skills and work readiness
  - Academic skills, confidence and mindset
  - Volunteering, student leadership and positive community impact
- Lead on the use of Unifrog by all post 16 students and staff as a core source of advice and guidance, and for tutors to track student activity and support timely creation of personal statements and references for UCAS.

### **Curriculum, assessment and academic outcomes**

- Work closely with the VP (QE) to ensure:
  - Sixth form teaching and learning is rigorous and aligned to academy expectations
  - All subjects have a detailed curriculum overview that enables timely course completion and aligns the KS5 assessment cycle
  - Thorough analysis of progress and attainment and early identification of students who are underachieving
  - Rigorous follow-up by departments and teaching teams including review/reteach lessons and additional support for underachieving students
  - Rigorous follow-up by sixth form tutors including targeted mentoring, academic support plans and communication with parents
  - Formative assessment data are tracked centrally and, along with Alps data, support post 16 line management and achievement reviews with regular updates to SLT
  - Termly progress updates and analysis are prepared for the Principal and LGB

### **Promoting the sixth form and student recruitment**

- Act as a champion of Ark Alexandra sixth form, working with staff and students to ensure that our aspirational vision is communicated, understood and supported at all levels.
- Contribute to KS3 and KS4 CEIAG to ensure that students understand the post 16 options available to them, the benefits of academic and technical pathways, and Ark Alexandra sixth form's role as a provider of academic qualifications that prepare students for good universities and aspirational employment pathways.
- Work closely with SLT colleagues as required to plan and organise:
  - Sixth form open events and taster days for Y10 and Y11 pupils
  - The sixth form application and post 16 guidance process
  - Y12 enrolment process that ensures consistency sixth form and subject entry criteria
  - Outreach work with other Hastings secondary schools to support external recruitment to Y12

### **Line management and leadership of staff**

- Ensure that members of the sixth form team understand their roles in delivering an outstanding experience for students in line with our vision for Ark Alexandra sixth form and the academy as a whole.
- Set and maintain high expectation for the role of sixth form tutors to ensure excellent support and outcomes for students and supports achievement of strategic priorities.
- Ensure that all line management processes, including rigorous performance management and review, are carried out in a timely and professional manner.
- Model high levels of professionalism and integrity at all times and maintain high visibility around the school.

### **Other**

- Actively promote the safety and welfare of our children and young people at all times.
- Ensure compliance with Ark data protection rules and procedures.
- Play an active role in Ark staff networks.
- Undertake the other main professional duties of a teacher as set out in the ARK Schools pay and conditions of service document.
- Undertake any other reasonable tasks as directed by your line manager.

# Person Specification: Associate Assistant Principal (Sixth Form)

## Qualification Criteria

### Essential

- Qualified to teach and work in the UK
- Degree

### Desirable

- Teaching middle/ leadership qualification or working towards
- Leadership/ management qualification or working towards

## Knowledge, Skills and Experience

- Demonstrable commitment to raising attainment of all pupils in a challenging classroom environment
- Experience leading a team and/or working to support the significant success of others
- Experience or understanding of how to improve and sustain an effective behaviour policy and/or teaching and learning in a challenging school
- Experience of interpreting complex student data to drive lesson planning and student progress
- A proven track record of providing excellent pastoral support as a form tutor
- Excellent understanding of both subject and general teaching pedagogy
- Be or demonstrate the potential to become an outstanding teacher
- Knowledge of the national secondary education system, examinations and curriculum

## 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

*This post is covered by Part 7 of the Immigration Act (2016) and therefore the ability to speak fluent English is an essential requirement for the role.*

*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.*