

## **Ark Alexandra Academy Vice Principal (Pastoral & Inclusion)**

Dear colleague,

Ark Alexandra Academy is a popular and over-subscribed Church of England, secondary school with sixth form in Hastings. Our school has grown from 10 to 12 form entry over the last 2 years and operates across a split site which brings with it unique opportunities for growth and development. At its most recent Ofsted inspection in September 2021, Leadership & Management, Behaviour & Attitudes, Personal Development and Sixth Form were all judged to be Good. We are confident and excited about the school's future, and we now seek to appoint an aspirational Vice Principal to lead Pastoral & Inclusion and to help embed this improving picture.

We are looking for a strong senior leader who will be committed to working in the school and who believes that every child, irrespective of their background, should be afforded an excellent education to progress to a career of their choice. The successful candidate will work alongside the Principal & Heads of Schools to embed a consistent culture of high expectations on a day-to-day basis. They will also line manage Heads of Department and be supported in their work by our group of experienced Assistant Principals. This role will suit either an experienced Assistant Principal seeking to progress their career, or an existing Vice Principal who has the ambition to raise attainment and embed high expectations for both staff and students.

Ark Alexandra Academy is part of the Ark network. The school works closely with its feeder primary schools, Ark Blacklands Primary Academy, Ark Castledown Primary Academy and Ark Little Ridge Primary Academy. All three are highly successful schools where Leadership & Management has been judged to be outstanding and academic outcomes are impressive.

I joined Ark, one of the largest and most successful multi-academy trusts in the country, in 2014, first as a Principal and later as Executive Principal before becoming Regional Director for Hastings. We are renowned for our approach to staff development, with high quality training provided at every level for both teaching and non-teaching staff. For the right candidate, there are excellent career development opportunities for further progression.

For further information or a confidential discussion please email  
[Shevonnae.Sokoya@arkonline.org](mailto:Shevonnae.Sokoya@arkonline.org)

We look forward to hearing from you.

Lorraine Clarke OBE  
Regional Director, Ark

## Job Description: Vice Principal

**Reports to:** Principal

**Start date:** September 2023

**Salary:** L21-25 (£73,551 - £81,128 per annum)

### The Role

Reporting directly to the Principal, the Vice Principal is responsible for developing the academy's ethos and driving high standards and expectations. 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 school.

As a member of the senior leadership team, you will be involved in the overall leadership and management of the academy, and will help to establish a school culture that is both nurturing and rigorous.

### 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 behavior 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
- 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 always maintained
- To lead the strategic direction of curriculum implementation across the whole academy through leading CPD, facilitating coaching and mentoring identified teachers who need additional support
- 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
- 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
- To build and maintain positive relationships with all pupils
- 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 Ark Alexandra effectively to external stakeholders including within the Ark network.

### Leadership & 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 & 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**

- 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 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](#).*