



Ark Soane  
Academy



Head of Year  
Information  
Pack

## Opportunity for an exceptional candidate to be Head of Year, shaping a new Ark secondary school in Ealing.

Ark Soane Academy is a new secondary school in Acton which opened in September 2021. In 2023 we will have 540 students in Year 7 to Year 9 and will grow by 180 students each year before reaching full capacity in 2028.

Ark Soane Academy seeks to redefine what is possible in education

behaviour; by delivering an immaculately planned and highly academic curriculum exceptionally well; and by providing our students with a compelling aspiration-raising ethos we seek to transform the future of students in a highly deprived community.

Our teachers are supported to uphold the very highest standards of behaviour through centralised systems, and to teach exceptional lessons through shared planning.

### The role

We are recruiting an exceptional candidate as Head of Year, to work in close partnership with the Principal and Senior Leadership Team to embed the school's vision and continue to develop an outstanding school that empowers our students to take responsibility and drive their own destinies.

The successful candidate will have the opportunity to grow with the school. They will be supported in their development and preparation for future leadership roles. We will provide one-to-one support, coaching and access to extensive network training.

Ark Soane Academy is part of Ark, one of the UK's most successful school groups, with a network of 37 schools in 4 locations across the country.

As a proud member of the network, we offer:

- Twice as many training days as standard
- Weekly staff training designed to meet the needs of the school
- Coaching for every teacher
- Protected co-planning time
- Access to high-quality, regular professional development
- Opportunities to collaborate with colleagues across the network.

📍 Location:	Acton, London – a five-minute walk from Acton Town tube station
📅 Contract:	Full-time hours, permanent contract
📅 Start date:	September 2023
💷 Salary:	L1-5
📅 Closing date:	28th January 2023
🗨️ Interviews:	TBC

### You will:

- Have an unwavering determination to deliver excellence for students from all starting points
- Share the Ark Soane beliefs, vision and mission and be aligned with the Ark six pillars underpinning it
- Be committed to Ark's ethos of high expectations for every student in both academic achievement and personal development.
- Be committed to continually improving classroom practice and raising attainment.
- Manage behaviour effectively to create a positive, calm and purposeful climate for learning
- Display the vision to lead character education and enrichment
- Have the drive, skills and resilient character required to help develop a new school
- Combine subject matter expertise with a passion for teaching your subject
- Be reflective about the Academy and committed to securing its continued development
- Value and support practices driving continued progress across the network of Ark schools

For more information about our school, please visit: [www.arksoane.org](http://www.arksoane.org). To arrange a confidential conversation with the Principal about a role in the school, please contact Swannie Ki ([hr@arksoane.org](mailto:hr@arksoane.org)) or phone 020 7430 8876

*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 which will include questions about safeguarding. 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.*





# Head of Year Information Pack

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**Thank you for your interest in joining Ark Soane Academy. Our ambition is to provide an outstanding academic education for all our students to enable them to live happy and fulfilled lives and to be the drivers of their own destinies.**

We opened to 180 students in September 2021 and will move into our brand new building this year. Joining Soane now is a unique opportunity to become part of a thriving, collaborative and growing team who all hold the highest expectations of student behaviour and effort and are all deeply committed to the success of our students and of the school.

We are looking for exceptional candidates who care deeply about the students they teach and are prepared to hold students to account with strictness and warmth. You can look forward to joining a great working environment where students are bought in to the school's ethos and typically work with great enthusiasm, diligence and gratitude towards their teachers.

As head of year you will be instrumental in embedding our ethos, values and the highest expectations. You will have a team of tutors working with you – each of whom are committed to delivering exceptional results for our students. You will be working with a collaborative and supportive leadership team and will have an important voice in the development and expansion of the academy.

Our staff are committed subject experts and are given the capacity and the training to ensure that their curriculum delivers knowledge-rich mastery through effective planning and intellectual preparation. In most subjects our curriculum is based on Ark's Common Curriculum ensuring that staff time is used where it is most valuable: working as a team to implement the curriculum for the students in our classrooms.

We believe that every member of staff deserves to be developed, and routine coaching for all staff underpins student progress. If you join us you can look forward to being part of a team where your time and professionalism are highly valued and where your voice is welcomed in shaping the future direction of the school.

We are recruiting for September 2023 and will continue to recruit extensively as the school reaches its full size. To discuss this role, or future opportunities at Ark Soane, please contact the Swannie Ki ([hr@arksoane.org](mailto:hr@arksoane.org)) or phone on 020 7430 8876.



# Job description

## Duties and expectations of all teachers at Ark Soane Academy:

- Teach, to an excellent standard, all year groups, all groups of students and all qualifications in your subject.
- Deepen the scholarly nature of both the subject and the academy.
- Play an active role in ensuring a consistently orderly, calm and stimulating environment, both in and out of the classroom
- Play a central role in the Department, including contributing to workshops, running weekly enrichment activities, competitions, trips, open days, prep and other activities.
- Make a vital contribution to the efficient running of the Department, including setting and marking examinations, assisting in moderation of coursework and undertaking administrative and other tasks as delegated by the Head of Department.
- Enhance the quality of teaching and learning in the Department and wider academy through sharing resources and good practice, lesson observation, collaborative teaching, instructional coaching and active participation in CPD.
- Develop habits of excellence in the students by implementing academy routines and explaining and emphasising our values in all activities.

## Duties and Expectations of Head of Year role

- Develop and embed an ethos of high expectations, exceptional attitudes to learning and exemplary conduct.
- Ensure all academy routines are fully embedded and carried out with full compliance by the cohort.
- Embed a culture of very high attendance within the cohort so attendance does not fall below expected levels.
- Lead and develop the pastoral programme for the cohort so students reflect on their day-to-day experiences and plan ahead.
- Implement the academy's rewards system for the cohort
- Run reflections (detentions) and referrals (isolations) for the cohort, ensuring attendance is 100%
- Support the highly effective running of the academy through following up on all behaviour incidents in the academy
- Ensure a positive working relationship with parents, in which our expectations are clear to all parties
- Provide weekly and termly evaluations to the Vice Principal on the attendance and behaviour of the cohort
- Lead, support and hold accountable a professional community of form tutors to ensure students are making good academic progress
- Manage student performance data, reviewing attainment, progress, attendance and behaviour, including the performance of specific groups within the year group, especially children in receipt of free school meals, pupil premium funding, SEND or looked after children, and act accordingly.
- Attend and contribute to Inclusion Panel meetings and work as a member of the wider pastoral team.
- Write an annual pastoral development plan, setting targets and actions for the coming year
- Review the pastoral development plan termly through the self-evaluation process.





## Key Responsibilities

### Ethos and Culture

- Enshrine the academy's values in the day-to-day experience and conduct of the students, both inside and outside the classroom
- Create a culture of learning through the consistent application of high expectations and the development of the attitudes and skills of the cohort so they are enabled to learn well
- Lead the implementation of the pastoral programme in the year group so students reflect on their day-to-day experiences and plan ahead
- Support development of the Enrichment programme with the cohort
- Develop and deliver an assembly programme that inspires, develops cultural literacy, celebrates diversity and success and reinforces our ethos and high expectations.
- To plan and co-ordinate the Student Leadership and Service programme to ensure all students in the year group take on specific positions responsibilities around the academy that give them a sense of belonging and develops their practical and leadership skills.
- To co-ordinate opportunities for students to participate and compete with each other and other schools across a spectrum of activities.
- To put in place systems to ensure success is celebrated at every opportunity.
- To display visible leadership around the Academy, positively reinforcing good conduct and challenging any behaviour not in keeping with Ark Soane's ethos and Behaviour Policy
- To ensure that behaviour is followed up, and students learn from their mistakes.

### Achievement

- To plan and co-ordinate Academic Review Days to ensure parents are aware of their child's progress and have opportunities to contribute to improving their child's attainment.

### Curriculum

- To embed an outstanding curriculum provision for Character development, incorporating PSHCE.

### Conduct, Attendance, Punctuality and Safety

- To lead the effective implementation of the academy's behaviour policy with the year group, thus achieving a consistently calm, ordered and purposeful environment both inside and outside the classroom.
- To lead the effective implementation of the academy's attendance and punctuality policy with the year group
- When appropriate, to provide opportunities for parents and the local community to visit the school, meet students and observe the students' daily practice.
- To lead on whole school routines, transitions and line ups.

### Academy Culture

- To support the academy's values and ethos by contributing to the development and implementation of policies, practices and procedures
- To help create a strong academy community, characterised by high expectations, consistent, orderly behaviour based on Soane's values and caring, respectful relationships.
- To help develop an academy culture and ethos that is utterly committed to learning, achievement and the personal development of students.
- To support, and work in collaboration with, colleagues and other professionals in and beyond the school, covering lessons and providing other support as required.

### Other

- To undertake and, when required, deliver the appraisal system and relevant training and professional development.
- To undertake various other responsibilities as directed by the Principal



# Person specification

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## Qualification criteria

- Strong A Levels or equivalent
- Qualified to degree level and above
- Qualified to teach and work in the UK

## Experience

- Experience of having led and managed a team of people (desirable)
- Experience of having worked successfully in at least one school in an urban, multi-cultural setting, teaching students from backgrounds of socio-economic disadvantage (desirable)
- Experience of having led, or significantly contributed to, the success of a whole school initiative (desirable)

## Behaviours Leadership

- Able to work in partnership with the Principal and Senior Leadership Team
- Management style that encourages participation, innovation and confidence
- Ability to lead, coach and motivate staff, including professional development and effective management of underperformance.
- Strong interpersonal, written and oral communication skills
- Resilience and motivation to lead the academy through day-to-day challenges
- Genuine passion and a belief in the potential of every student
- Motivation to continually improve standards and achieve excellence
- Commitment to the safeguarding and welfare of all students.

## Vision and strategy

- Vision aligned with Ark Soane's aspirational vision, mission, beliefs and values
- High expectations of self and others
- Understand and implement strategies to establish consistently high standards of behaviour in an inner-city school and commitment to relentlessly instilling these strategies.
- Excellent organisational skills
- Competent in the use of data to inform and diagnose areas for further improvement.

## Teaching

- Understand what excellent teaching practice looks like and how to diagnose and implement effective strategies to raise learning standards.

## Leading External Relationships

- Can develop and maintain effective working relationships with parents and the wider community.
- Ability to work collaboratively with partner stakeholders, agencies and peers in the Ark network.

## Other

- Commitment to equality of opportunity and the safeguarding and welfare of all students
- Willingness to undertake training
- This post is subject to an enhanced Disclosure and Barring Service disclosure.

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