



**Assistant Principal-
Secondary
(Maternity Cover)
Candidate Information Pack**

Dear Candidate,

Over the last ten years, King Solomon Academy has consistently been one of the highest performing non-selective schools in the country. We are redefining what is possible and we are seeking an exceptional leader, ready to join the leadership team in our high-performing school and to contribute to the achieving of our mission. This is a unique opportunity to be part of showing what education can achieve.

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.

As King Solomon Academy is a small school, senior leaders provide strategic and operational leadership across many areas beyond their immediate remit, and as such the successful candidate will have a real opportunity to have a significant impact on the future of the school. As a member of the senior leadership team, the leader in this role will require a leader who is 100% aligned to King Solomon Academy's values, mission and approach. This role will provide the opportunity to be mentored and nurtured as a leader in one of the highest performing and most forward-thinking schools in the country.

We are excited to offer the role of Assistant Principal (Maternity Cover). This is a fixed term contract due to the maternity leave of a senior colleague and could include the leadership of a key stage. This role is one for a senior leader and as such, the successful participant should be ready to take on responsibility and be developed in all aspects of school leadership.

KSA is a pioneering school looking to hire exceptional people. This role provides the opportunity to excel in a supportive environment and contribute to the ongoing development of our school community.

To apply, and to see more information about the school and this role please visit <http://kingsolomonacademy.org/current-vacancies>. We are advertising this role mid-year, so we understand we may need to be flexible on timings of recruitment and around the start date. As such, we will 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 advised. The deadline is on **11am Thursday 14th November 2024**.

NB: this ad will close on 1st November and reopen on 4th November while we transition to a new system. Information about the new system will be available on our website.

To discuss the role, please feel free to email Abi Saleh, PA to the Principal, a.saleh@kingsolomonacademy.org or phone on 0207 563 6901.

Yours sincerely,

Beth Humphreys
Principal

Job Description: Assistant Principal (Maternity Cover)

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|--------------------|---|
| Reports to: | Relevant member of the Senior Leadership Team |
| Start date: | January 2025 |
| Salary: | Leadership Scale |

The role

The Assistant Principal will lead on aspects of the overall leadership of the school, ensuring that our provision in a given stage of the school is truly preparing our pupils to be successful at university and beyond. Working closely with the rest of the Senior Leadership Team, this role will take on significant responsibility for the leadership of all aspects of the school, and the successful candidate will show they have the flexibility and ambition to develop as a leader 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 leaders including the Academy Principal or Vice Principal when required
- Along with other senior staff, take responsibility for:
 - Safeguarding
 - Pupil culture and behaviour
 - Curriculum
 - Teacher development
 - Staff CPD
 - Recruitment

Key tasks

- To lead or contribute to leading the strategic direction of teaching and learning across the whole academy, or a designated phase, through leading CPD, facilitating coaching and mentoring other identified teachers who need additional support
- To lead or contribute to leading 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 middle leaders and/or teachers to ensure they are being led and managed in the best possible way.
- Together with the other senior leaders, to provide overall 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 the other senior leaders, ensure all consequences, positive and negative (including all detentions, homework catch ups, in class isolation, 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 to account.
- To maintain positive relationships with all pupils
- To be a professional role model for all students and staff in demeanour, appearance and attitude
- To monitor standards in their area of responsibility, evaluate and contribute to wider self evaluation of the school
- To represent KSA effectively to external stakeholders.

Other specific responsibilities

- Lead line management meetings and circulate minutes promptly
- Attend and contribute to SLT meetings
- Supervise Saturday and holiday learning as required
- Supervise key parts of the school day as required (e.g. arrival or departure from school)
- Plan the provision and support for new staff
- To observe teaching, monitoring teachers' knowledge of data, setting of homework, marking and challenge to students' 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: Assistant Principal (Maternity Cover)

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 leading, coaching and managing staff
- Experience of leading a high achieving team within a complex school environment
- Experience of raising attainment in a challenging classroom environment
- Evidence of continually improving the behaviour and culture of groups of pupils

Skills and attributes

We are looking for alignment to our KSA values or at the very least, a candidate's clear, demonstrable capacity to develop them:

“Aiming high”

- Evidence of sustained impact in middle leadership
- 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: Beth Humphreys



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 secondary in 2012 as an Assistant Head and then Deputy Head, leading on curriculum and professional development before she became Head of Primary in January 2017 and Associate Principal. Since January 2024, Beth leads King Solomon Academy as Principal. She is proud to serve our all-through community and is passionate about ensuring our children get the very best start in life anyone could give them.

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



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 an 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.

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 34 schools educates over 20,000 pupils across Birmingham, Hastings, London and Portsmouth. They are achieving some of the best results in the country despite being largely in areas of historic academic underachievement.

As a senior leader at KSA, you become part of a growing cohort of senior leaders who work together and learn from one another to build the best possible schools. The opportunities for further growth and responsibility, inside KSA and beyond are significant.

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.

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.

