



Ark Globe  
Academy



**Dean of Students  
Candidate Brief**

Preparing students for university and to be leaders in their community.



# Executive Principal's Welcome

Dear candidate,

Thank you for your interest in the role of Dean of Students at Ark Globe Academy.

Ark Globe Academy is an all-through 4-18 year old provision based in the heart of Elephant and Castle, London. Our mission for Ark Globe Academy is to prepare students for university and to be leaders in their community.

The exciting opportunity, ideal for an aspiring pastoral senior leader, is a key role within the academy. The Dean of Students is responsible for day-to-day behaviour management within the small school. The role will work alongside the Assistant Principal to ensure that pastoral needs for students in their small school are met, including, working with students, parents and stakeholders alike.

As Executive Principal, I am privileged to work with an amazing group of adults and children who are striving together to ensure every child has the opportunity to reach their full potential and pursue the career of their choice. Our school is a happy school and we pride ourselves on the relationships our staff have with our students, caring for them throughout their education. We also work closely with families to ensure that all our students are committed to learning and develop the character necessary to take advantage of all the opportunities we provide.

Ark Globe Academy is part of the Ark network of schools, one of the country's most successful multi-academy trusts. The successful candidate will have access to exceptional development and training opportunities, as well as the opportunity to collaborate with colleagues across South London and our network.

If you would like to have a confidential conversation about the role, please contact my Executive Assistant, Catherine Moore, on [c.moore@arkglobe.org](mailto:c.moore@arkglobe.org).

Kind regards,

**Matt Jones OBE**

**Executive Principal**

**Ark Globe Academy & Evelyn Grace Academy**



## **Job Description: Dean of Students**

<b>Reports to:</b>	Assistant Principal
<b>Start date:</b>	ASAP
<b>Location:</b>	Ark Globe Academy, Harper Rd, London SE1 6AF
<b>Contract:</b>	Permanent
<b>Salary</b>	Ark Leadership L2-L6 (£58,133.00 - £63,244.00)

### **The Role:**

The Dean of Students is responsible for ensuring appropriate expectations of student behaviour while at school. This includes student supervision, guidance and discipline, as needed. The Dean of students is responsible, with the Assistant Principal, for the day-to-day behaviour management within the small school.

The Dean of Students is expected to provide leadership on issues of routine and ritual implementation, behaviour and parental involvement as well as holding Learning Family Leads to account for their actions with students. The overarching goals of the position are to encourage and support positive student alignment and behaviour and to engage parents in the success of their children, when needed, through improving Globe Growth within the small school.

### **Key Responsibilities:**

- Demonstrate outstanding leadership qualities and articulate clear values and moral purpose
- To create a culture of success and rewards that motivates and inspires students in their small school
- To work closely with the small school teams to ensure that students demonstrate positive behaviour and that the teams are aligned to Ark Globe Culture Pyramid
- Effectively implement and monitor student attendance in the small school to ensure absence rates remains low
- Ensuring that Learning Family Leads (tutors) consistently deliver pastoral programmes and initiatives
- To develop relationships and behaviour plans with those students who need help by coaching, mentoring and supporting these students towards increasingly positive behaviour
- To supervise break and lunch and the small school during lessons

### **Key tasks:**

- To support students in progressing their 'Globe Growth' scores, by organising and facilitating Prep sessions for those students who require intervention in their behaviour for learning
- To work alongside the Assistant Principal in developing an innovative pastoral curriculum, including assemblies, to encourage behaviours and attitudes that increase life chances through the development of social, emotional and cultural capital
- Act as a positive role model to staff and students
- To develop and implement a plan for parental engagement
- To address parent concerns as they arise and where appropriate liaise with multi-agencies with the support of the Assistant Principal and DSL/DDSL



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**Other:**

- Undertake, and when required, deliver or be part of the appraisal system and relevant training and professional development
- To undertake any other responsibilities as directed by the Executive Principal

## Person Specification: Dean of Students

### Necessary qualification criteria:

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

### Knowledge, skills and experience:

- Experience of understanding how to improve and sustain and effective behaviour policies in a challenging school
- Experience of having worked to support the significant success of others.
- Experience of working with staff to improve their behaviour management in and out of the classroom
- Experience of Safeguarding /Child Protection of staff and students in and out of the classroom

### Behaviours and attitude:

- Model professionalism and high expectations at all times
- Demonstrates resilience, motivation and commitment to driving up standards of achievement
- Evidence of the skills and competencies to develop effective relationships with parents, the community and other stakeholders

### Leadership and Management:

- Contributed to and deliver the vision for the school so that it is owned by all staff, students and parents
- Effective leadership of pastoral care and student well-being to achieve improved outcomes for students
- Lead on projects and programmes that have ensured challenging objectives have been met
- Genuine passion and a belief in the potential of every student
- Motivation to continually improve standards and achieve excellence

### Teaching and Learning:

- Consistently teaches excellent lessons that motivate, inspire and improve student attainment
- Use regular assessments to monitor progress and set targets, and respond accordingly to the results of such monitoring and apply this process to your line management
- Ensured that all students, irrespective of their starting point, made exceptional academic progress

### Other:

- Commitment to equality of opportunity and the safeguarding and welfare of all pupils
- 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 our academies. In order to meet this responsibility, we follow a rigorous selection process. All successful candidates will be subject to an enhanced Disclosure and Barring Service check.*