

# Director, Ark Institute

**Location:** West London – currently operating an agile working policy with two core days (Mon and Weds) in the office

**Contract:** Permanent

**Pattern:** Full Time (standard hours 9am – 5.30pm)

**Salary:** £105k - £120k depending on experience

## About the role:

This is an exciting opportunity to build and establish Ark's Institute, our new centre for professional development. The Institute will be responsible for designing and delivering professional development opportunities that develop all Ark employees to have the greatest possible impact on the welfare and achievement of our students.

Ark Institute will serve the ~3650 colleagues across the organisation and, as part of our ongoing commitment to sharing our work more widely within the sector, Ark Institute will also be responsible for sharing our programmes nationally and in partnership with our delivery partners.

We are looking for an exceptional individual to lead this work and drive Ark Institute forward from concept to creation. The Institute Director will provide clear, inspirational leadership to the team and work with them to mobilise and establish a brand and infrastructure so that Ark Institute is set-up for success.

## Key Responsibilities:

### **Co-design and execute Ark Institute's org and brand strategy, establishing its new home in Ed City, and setting up to deliver on a bold and exciting vision**

- Work with the Ark Management Team to build out the Ark Institute strategy and ensure it delivers quality professional development that has measurable impact in Ark Schools.
- Work with the People team to ensure that the Ark Institute's work aligns with and compliments the organisational People priorities to support recruitment and improve employee retention.
- Own the strategic business plan; lead the development and implementation of strategic objective setting and financial plans.
- Develop a partnerships strategy with like-minded organisations to bring about transformative change for Ark's professional development.
- Oversee the branding and launch of Ark Institute to ensure bold presence internally and externally, collaborating with the Ark External Relations team as necessary
- Build a matrixed Ark Institute to enable collaboration and delivery with colleagues from across the Ark Institute team, and across Ark, including developing the high performing team needed to achieve Ark Institute goals.
- Steward the Ark Institute with confidence at external events, promoting the work of the team and our network of schools.

### **Oversee the development and delivery of best-in-class Professional Development for all Ark colleagues (including educator staff, non-teaching staff and the central team) and external partners**

- Be accountable for the creation of a high-quality, evidence-backed professional development curriculum and offer for all Ark colleagues, aligned with the educational philosophy and strategic goals of Ark Schools.

- Manage the effective and timely and quality delivery of this offer through setting and executing the professional development annual workplan, and managing the risk register to predict, manage, and mitigate programme design and delivery risks.
- Oversee the professional development programmes we deliver to external partners.
- Ensure a high-quality end-to-end experience for professional development participants, and set up the right systems and processes to capture and validate value.
- Develop a Monitoring, Evaluation, and Learning framework to monitor PD access by group type to determine suitability and timeliness of delivery, and to demonstrate the impact of programmes to both participants and pupils
- Amend programmes/the offer as necessary, in order to improve the training offer and adapt to changes occurring in the work environment
- Support research and best practice work and share learning from Ark's programmes via Ark Share to contribute to the development of school staff and leaders system-wide.

### **Set up and oversee systems and processes to ensure Ark Institute's sustainable operations into the future**

- Review and establish reporting structures to ensure all programmes (e.g., Ark Teacher Training and the Ark Teaching School Hub) have appropriate oversight to support their statutory and compliance management.
- Be accountable for the overall financial health and effective risk management of Ark Institute.
- Consolidate, and where appropriate, grow the activity to ensure that financial security is maintained and enhanced.
- Take an active role in developing and nurturing alternative sources of funding to augment the Ark Schools' contribution and to ensure activity funded by government grants has a legacy beyond the term of the initial contract.
- Work with People team to ensure that there is system integration to support the development of trackable metrics, and which support robust HR reporting
- Effectively manage and use organisational knowledge to codify our approach, and manage customer relationships (e.g.: through CRM).
- Develop a reporting structure and report as required to the Ark Schools' management team, ensuring that they have the information required to oversee and provide support and challenge to Ark Institute.

## **Person Specification:**

### **Experience and knowledge**

- Demonstrable operational leadership experience, underpinned by commercial acumen.
- Experience of successfully leading a product or programme driven organisation or operation.
- Experience of negotiating, developing and maintaining strategic partnerships.
- Experience of bid writing and DfE tender processes.
- A proven track record of innovation and developing business opportunities.
- A track record of growing income, ensuring sustainable funding streams.
- Experience of working with a broad range of stakeholders and an ability to influence effectively.
- Experience developing HR and Knowledge Management (particularly CRM) systems and processes.
- Experience in the design and delivery of learning-based programmes, particularly through digital media
- An understanding of both the opportunities and challenges of working in the education sector with a broad understanding of the key issues within large multi-academy trusts.
- Experience of working effectively with senior stakeholders and drawing on their expertise to resolve complex issues and improve strategic performance.

- Experience of defining impact measures and producing reports to articulate the impact of programmes.

### **Skills and attributes**

- Recognition of the importance of continuous professional development and the contribution it can make to organisational health.
- Passionate about school-level education and a strong belief that every child can succeed, irrespective of their background.
- Entrepreneurialism, with an evidence-based approach, strong grasp of business fundamentals, and sound judgement, as well as the ability to understand and communicate impact appropriately and effectively.
- A collaborative approach to leadership, empowering colleagues to do their best work.
- Strong relationship management skills and the ability to build fruitful relationships with senior level stakeholders.
- Strong communicator and influencer with the interpersonal skills to operate as a compelling ambassador for the organisation.

*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](#).*