

**Appointment to the post of Head of KS5**

**Information for Applicants**

Dear Applicant,

Are you passionate about education? Do you want the development and support to be an exemplary pastoral leader? Are you driven to work with disadvantaged communities?

Ark Acton is a good school, and we are on a mission to make it a great school. From a strong sapling to a mighty oak. Be part of our growth.

At Ark Acton we think working in schools is deeply rewarding. This role will give the right candidate the chance to lead real change at KS5 and have a direct impact on the future lives of our pupils.

We are heavily committed to staff welfare and development and this includes:

* weekly staff training and coaching for every teacher
* Subject-specific knowledge development
* free use of our leisure centre
* access to the school counsellor

**We have high expectations for our pupils – and our staff – but we know that by working as a team and committing to our mission we can shape the future.**

We look forward to seeing you at interview

**Sarah Donachy**

**Principal**

**Job Description: Head of Key Stage 5 (Non-Teaching)**

**Reporting to:**  **Vice Principal**

**Location: Ark Acton Academy**

**Contract: Permanent**

**Working Pattern:** **Annualised Hours 40 hrs /week**

**Salary:**  **Ark Support Scale 8 Pay Points 19-29**

**The Role**

As Head of Key Stage 5 you will lead the culture of sixth form, ensuring pupils have the best experience of learning and wrap around support to be successful, secure great destinations and live lives of which they can be proud.

You will contribute to the strategic leadership of the school, ensuring effective pastoral systems and procedures are consistently implemented. You will lead and develop a professional community of form tutors, to ensure that the highest level of pastoral care is provided to every student.

**Key Responsibilities**

**Pastoral Systems & Support**

* Regularly monitor the behaviour, attendance and punctuality of all students, groups and subgroups; and promptly plan, implement and oversee support and interventions to improve each of these
* Produce reports as required on student attendance and behaviour
* Liaise with appropriate personnel regarding support for student behaviour and wellbeing, e.g. school staff, parents/carers, outside agencies, governors etc. as appropriate
* Foster effective relationships with the parents/carers of the students and communicate regularly with them
* Participate actively throughout the network, by attending relevant meetings, and, as appropriate, delivering network-wide training and initiatives
* Use pastoral processes to reduce the number of students struggling to access their learning
* Provide pastoral interventions to support with behaviour across year groups working together with the other pastoral leaders
* To work with the Safeguarding team and DSO to ensure that students are kept safe

**Leadership**

* Lead the culture and climate of the school by
  + Effective pastoral leadership for a cohort of students and lead assemblies
  + Leading a team of tutors, developing and enhancing their practice, ensuring that their CPD needs are met, so that the highest level of pastoral care is provided to every student
* Lead colleagues in formulating aims, objectives and strategic plans for the team
* Modelling high expectations and ambition for every child

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**

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|  | **Essential** | **Desirable** |
| **Qualifications** | * Qualifications up to Level 3 in relevant area. * Qualified to work in the UK. | * Further professional qualifications. * Degree level qualification desirable |
| **Experience** | * Experience of significantly raising achievement with all groups of pupils across the age and ability range and of helping them achieve impressive examination outcomes. * Proven commitment to continued professional development and a readiness to reflect and self-evaluate to change, improve and develop. | * Experience of having worked successfully in at least one school in an urban, multi-cultural setting, teaching pupils from backgrounds of socio-economic disadvantage. * Successful experience of working particularly with high ability or SEN pupils. * Successful experience of working with KS5 pupils in any setting |
| **Knowledge** | * An understanding of the strategies needed to establish consistently high aspirations and academic / behavioural standards in an urban school setting, and a commitment to relentlessly implementing these strategies. * Knowledge & experience of Safeguarding & Child Protection issues. | * KS5 qualifications and their requirements. * Approaches to teaching and embedding independent study skills. * Approaches to raising and maintaining attendance |
| **Skills** | * Excellent interpersonal and listening skills; a high degree of emotional intelligence; and an effective oral and written communicator with children, staff and parents. * The ability to develop positive relationships with all young people. * Well developed planning & organising skills including time management, prioritisation, delegation and administration. * Sound judgement and problem solving skills. | * An ability and willingness to teach across more than one subject. * A proven ability to use data confidently and forensically to inform and diagnose weaknesses that need addressing, and ability to plan effectively in order to raise individuals’ and cohorts’ attainment. * Competent user of ICT. |
| **Motivation** | * Willing to be fully engaged in the whole life of the school including extra curricular activities. * Willing to be a form tutor. * Committed to team work and working collaboratively with colleagues. * A commitment to the safeguarding and welfare of all pupils. | * Experience of leading successful enrichment and extracurricular activities, which inspire and motivate learners. |
| **Attributes** | * A good team player – humility, hunger for work we do and the success of the community we serve, emotional intelligence. * Willingness to receive feedback and act on it, and give feedback to the team as required. * The ability to enthuse and inspire others. * Passion, resilience, maturity and optimism to lead through day-to-day challenges while maintaining a clear strategic vision and direction. * Confidence and self-motivation to work well and be decisive under pressure. * A high level of honesty and integrity. * Personal stamina & energy including a good record of attendance and health. * A firm and constant belief in the unlimited potential of every pupil and a commitment to inclusive educational provision. |  |

* **This post is subject to an enhanced DBS disclosure.**
* **The post holder must be committed to safeguarding the welfare of children.**

*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*](file:///Y:\HR\Recruitment%20JDs\Process%20and%20Templates\Ark_safe_recruitment%20Policy.pdf)*.*

Ark Schools are committed to attracting, developing and retaining a diverse workforce, with a broad range of backgrounds, experiences and perspectives. To read more about Ark’s diversity and inclusion statement, please click this [link.](https://arkonline.org/sites/default/files/127/attachments/Diversity%20and%20Inclusion%20Statement.pdf)