

## Job description: Director of Curriculum and Assessment

**Reports to:** Director of Education

**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:** Highly competitive package, negotiable depending on experience

### Key Responsibilities:

#### **Network Curriculum Strategy and Design**

- Clearly articulate the Ark vision and strategy for the academic curriculum making clear the choices being made and the rationale for those, including the need for diversity and inclusion to be woven throughout
- Research, seek and bring to the Ark education leadership team evidence-based best practice so we can become leaders in curriculum provision in the sector
- Ensure this vision and strategy is aligned to and coherent with the other Ark strategic and workstreams priorities
- Manage and maintain the strong Ark/AC+ strategic and operational relationship to ensure that both organisations draw benefit from cross-working
- Develop practical and transparent implementation plans for the strategy
- Lead the on-going development of the Ark Base Curriculum (Academic) across all key stages from EYFS to Post-16
- Ensure the constituent elements of the Ark Base Curriculum (ABC) are comprehensive, precise and fit for purpose, and generate greater alignment each year through advocacy and support
- Analyse, through the ABC, each school's curriculum offer, advise schools and Regional Directors on improvements and ensure all curricula are displayed consistently in the public domain (websites)
- Provide the Ark Management Team with an annual report on the curriculum in Ark schools
- Advise secondary schools on the appropriateness of KS4 subject options and keep a register of examiners across the subject range

#### **Subject Curriculum**

- Ensure that the curriculum intent and implementation across all schools and all subjects is delivering highest impact
- Advise and support schools on curriculum design theory and practical application
- Drive the alignment of subject curricula frameworks and complete curriculum programmes across the network where these bring value to schools and pupils
- Drive the development, implementation of and training for digital tools and platforms to augment the curricula in all subjects and phases

#### **School Curriculum Implementation and Support**

- Oversee and lead on the ongoing development, and associated training, of the Ark Planning and Curriculum & Assessment Toolkits
- Direct the work of the Network Lead for Curriculum Implementation to:
  - Provide quality curriculum intent and implementation training to school leadership and subject leads
  - Offer intensive curriculum design and implementation support for identified schools
- Advise schools on all curriculum matters as requested

## **Subject Network Leadership and Training**

- Work with the primary and secondary teams (RDs and Network Leads) to secure the following:
  - **Curriculum Development** - Deliberate and systematic curriculum improvement (through close collaboration with the English and Maths Mastery teams)
  - **Curriculum Implementation** - Reviewing and supporting the high quality of curriculum programme implementation in each school
  - **Training** –
    - Supporting, encouraging and training the subject leadership in each school as necessary
    - Reviewing, selecting and delivering subject training for subject leadership and teachers across the network to supplement school based PD
  - **Subject Outcome Improvement** -
    - Analysing whole MAT subject assessment data to identify strengths to share and the gaps in network and individual school outcomes
    - Develop a MAT wide priorities plan for closing identified gaps across and within schools
  - **School Improvement** -
    - Providing direct subject leadership support and targets for those schools in the highest need
    - Taking direct steps to improve outcomes in the very weakest schools by setting the actions and strategies to be taken
    - Developing sophisticated mechanisms for sharing best practice and cross school collaboration through the subject networks
- Quality assure network curriculum and assessment activities, including the Head of Departments' meetings, standardisation activities, network days and MS Teams activities
- Lead on the design and delivery of the Ark inset days

## **Extended curriculum: Music, Sports and Scholarships**

- Oversee and line manage the work of the Head of Creative and Extended Curriculum to ensure we are fulfilling our aims in this area
- Shape the extended music and sports offer to ensure that they act as flagships for other extra-curricular programmes
- Design and lead on scholarship programmes
- Work with the Director of Pastoral and Inclusion and Head of Creative and Extended Curriculum, to set and communicate a compelling strategy for the development of the extended curriculum across the Ark schools
- Oversee the introduction and monitoring of a set of effective measurement tools to ensure the successful delivery of the extended curriculum
- Ensure the team undertake extensive and ongoing research to determine the evidence to shape and support different approaches within the strategy and to identify the best partners for Ark to work with in terms of impact and value for money
- Create, manage and analyse an annual audit of the extended curriculum offer in each school
- Oversee the introduction and ongoing management of all centrally supported, central led and externally partnered extended curriculum programmes
- Review the extended curriculum activities in place across Ark to identify weaknesses and gaps in provision which impact our ability to achieve our mission

**Assessment**

- Work with the Head of Assessment to ensure that assessments fully align and evaluate pupil progress through the curriculum
- Maintain a strong personal knowledge of both the demands of external assessment and accountability frameworks

**General**

- Provide clear supportive line management for all members of the team in accordance with the Ark People policies and practice
- Set and manage the budget for this area of work

## Person specification: Director of Curriculum and Assessment

### Qualifications

- Graduate with a BA/BSc, or ideally MA/MSc
- Qualified to teach and work in the UK
- Evidence of relevant professional development is ideal

### Specialist expertise

- Detailed understanding of curriculum theory design, development and implementation
- Detailed understanding of the requirements of the national curriculum and appropriate progression across all key stages
- Detailed understanding of external assessments and national accountability frameworks
- Detailed understanding of the characteristics of excellent teaching and learning, and the conditions and support which underpin it
- Experience of harnessing digital opportunities to enhance learning
- Experience of using data and insights to make sound judgements on the overall performance of a school, including the quality and impact of teaching, and to give concise, high quality, feedback
- Experience of providing extensive and purposeful CPD to both teachers and experienced school leaders

### Leadership

- Recent experience of successful and sustained leadership in education, either as a principal, vice principal or in a strategic leadership position across more than one school
- Network-minded, with an unambiguous understanding of what excellence looks like, and how to secure it across multiple schools
- Ability to clearly articulate a vision for professional collaboration across a group of schools which enthuses and motivates
- Proven ability to lead, coach and motivate staff to achieve the highest levels of personal and collective performance in a school context
- Skilful and engaging leadership and political nous for maintaining effective working relationships with multiple senior stakeholders
- Resilience and motivation to lead the team through day-to-day challenges while maintaining a clear strategic vision and direction
- Ability to exercise and communicate sound judgement across a range of complex and varied issues
- Ability to interpret complex quantitative and qualitative data and use analysis to inform planning, support and challenge
- Comprehensive understanding of national policy, legislation, and current international thinking on education achievement and improvement
- Commitment to the safeguarding and welfare of all pupils

### Personal characteristics

We are seeking someone who will be:

- Committed to Ark's mission, vision and values
- An unapologetic advocate for excellence
- A collaborative leader, able to harness a diverse range of skills and abilities, and foster an environment of innovation
- A compelling communicator, both in person and in writing

### And who will have:

- The highest standards of integrity
- Capacity for hard work
- Significant personal presence
- Intellectual curiosity and rigour

### Other

- Right to work in the UK
- Commitment to equality of opportunity and the safeguarding and welfare of all students
- 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 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](#).*