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**Ark John Keats Academy: Assistant Principal**

**Ark John Keats is an exceptional school looking to hire exceptional people.**

**Location**: Enfield – easily accessible from central, north and east London, as well as surrounding areas

*Please note that interviews will be held on a rolling basis, and we reserve the right to close the application process early. Early application is advised.*

**Reports to:** Vice Principal

**Start date**: January 2023 or sooner

**Salary:** Ark Leadership Scale (Outer London) L12-L16 £59, 555 - £65, 464 depending on experience

**Closing date:** Friday 14th October

Interviews will take place during the week commencing 17th October

*Flexible and part time working will be considered.*

**The role**

Ark John Keats is looking to appoint an Assistant Principal to join our leadership team to lead on school organisation. You would be responsible for overseeing the organisation of key academic elements of school life, such as external examinations and internal summative assessments, the school calendar and cover, and systems for supporting academic progress at home such as home learning, online platforms and reporting to parents. You would play a crucial role in the refinement of our academic model, ensuring that the systems to support curriculum, teaching and assessment are rigorous and lead to excellent outcomes.

You would be joining a highly ambitious team of leaders and teachers at a pivotal point in the school’s journey as we build on the foundations of our school and continue to expand our numbers in KS5 and curriculum provision in all key stages. We are looking for an experienced school leader who is ready to lead at senior level, and who can drive strategic focus areas as well as contribute to the day to day running of the school.

The ideal candidate will have a proven track record of improving systems and processes, developing leaders and teachers and leading strategically on whole school initiatives.

**Our school**

Ark John Keats was founded in 2013 with one class of reception children. We are now a fully-fledged all-through school, running from nursery to year 13, with over 1800 children. Our secondary school is oversubscribed, with a waiting list for every year group. Our community is composed of supportive and committed families who buy into our vision and work with us to ensure their children achieve all they are capable of in the future.

We aspire for all our children to have the academic knowledge necessary to enable them to progress to university, for pupils to have a love of learning and curiosity about the world, and for them to be polite, well-mannered young people who take responsibility for their choices and drive their own destinies.

Ark John Keats is part of Ark Schools, a hugely successful network serving pupils from deprived communities. Our network shares a belief in our six pillars:

**High expectations:** Every adult who works at AJK believes in the limitless potential of all children.

**Excellent teaching:** Subject specialists plan lessons which make pupils work hard and think deeply about the subject, fostering their curiosity and love of learning.

**Exemplary behaviour:** The AJK community is one of politeness, gratitude and service, where pupils take responsibility for their choices and want to behave impeccably.

**Depth for breadth:** An academic curriculum, rich in powerful knowledge, opens up opportunities for our children for the rest of their lives.

**Knowing every child:** A culture of respect and kindness, combined with proactive work with families, leads to positive relationships which unlock learning capabilities.

**Always learning:** Our culture of continuous improvement is supported by a research-driven programme of development and a spirit of collaboration.

At Ark John Keats, we believe in **rigour** – our curriculum is full of challenge, and we know that our children are intellectually resilient and capable of learning lots in every subject no matter what their starting point.

We believe in **exemplary behaviour** – we have sky high standards and support all children to reach these, by focusing on developing pupils’ self-regulation, explicitly teaching pupils how to behave, and by working closely with families.

We believe in **the limitless potential of all children** – if children work hard, there are no limits to what they can achieve.

You can find out more about our school here: <https://arkjohnkeats.org/>

At Ark John Keats, you will be joining a committed team of professionals. You will benefit from one to one coaching on your teaching no matter what stage of development you are at, because we believe all teachers deserve to get better every year. You will have ten days of CPD over the course of the year. We have a no-email policy after 6pm or at weekends to safeguard work/life balance for our team, and a free gratitude breakfast for all staff on Fridays to share our appreciation for each other.

**Our location**

*Travelling by rail from central London:* Our nearest overground station, Turkey Street, is a 10 minute walk from the school and stops at Seven Sisters, Stoke Newington and Hackney Downs on the way to Liverpool Street. National Rail services are also a 10 minute walk and stop at Tottenham Hale and Hackney Downs before finishing at Liverpool Street.

*Travelling by car*: We are easily reached by car, with most of North East London accessible within 30 minutes. There is free on site parking for staff.

To apply please click here and submit your application by **9am on Friday 16th September.** In advance of applying please do explore our website. For further information or to arrange to discuss the role please feel free to contact our Secondary Headteacher, Katie Marshall ([k.marshall@arkjohnkeatsacademy.org](mailto:k.marshall@arkjohnkeatsacademy.org)).

Flexible and part time working will be considered.

**To apply please click** [**here**](https://arkcareers.engageats.co.uk/Vacancies/W/2327/0/284610/19521/head-of-science?utm_source=external&utm_term=london-secondary-ark-john-keats-academy-teaching-permanent-full-time&utm_content=head-of-science&utm_campaign=default-campaign&utm_medium=AtsViewLink) **to submit your application by 9am Friday 14th October. For further information, please contact** [**recruitment@arkjohnkeatsacademy.org**](mailto:recruitment@arkjohnkeatsacademy.org)**.**

**Job description: Assistant Principal School Organisation**

**The Role:**

Ark John Keats is looking to appoint an Assistant Principal to join our leadership team to lead on school organisation. You would be responsible for overseeing the organisation of key academic elements of school life, such as external examinations and internal summative assessments, the school calendar and cover, and systems for supporting academic progress at home such as home learning, online platforms and reporting to parents. You would play a crucial role in the refinement of our academic model, ensuring that the systems to support curriculum, teaching and assessment are rigorous and lead to excellent outcomes

**Specific duties:**

* Oversee the external examinations series, ensuring that we are compliant in all aspects of preparation and delivery and that systems operate effectively to support staff and students throughout
* Lead on the arrangements and logistics of internal summative assessments and Ark central network assessments, including any baseline testing, reading tests and other key assessments
* Oversee the secondary school calendar, including cover, to ensure the smooth day to day running of the school as well as the long-term planning of key events
* Establish and maintain clear systems to support successful home learning and independent study, including the effective use of online platforms
* Lead on our parent reporting systems and processes, including the organisation of Academic Review Days and other key parent information events and communications.
* Ensure all operational systems that support the effective implementation of the curriculum are well managed and maintained

**Academy Culture**

* Support the academy’s values and ethos by contributing to the development and implementation of policies, practices and procedures
* Help create a strong academy community, characterised by consistent, orderly behaviour and caring, respectful relationships
* Help develop an academy culture and ethos that is utterly committed to learning and achievement
* Support and work in collaboration with colleagues and other professionals in and beyond the school, covering lessons and providing other support as required

**Other**

* Undertake and, when required, deliver or be part of the appraisal system and relevant training and professional development
* Undertake other various responsibilities as directed by the Principal and/or Vice Principals.

**Duties and expectations of all teachers at Ark John Keats**

* Teach to a highly effective standard
* Deepen the scholarly nature of the subject through our knowledge-led curriculum approach
* Play an active role in ensuring a consistently orderly, calm and stimulating environment, both in and out of the classroom
* Play an active role in the Character, Enrichment and Personal Development programmes
* Play a central role in their subject department, including contributing to workshops, running extra-curricular/intervention activities, competitions, trips, open days and so on
* Develop habits of excellence in ourselves and our pupils through implementation of the academy routines and consistent explanation of, and emphasis on, high expectations in all we do
* Be consistently well-organised, professional and courteous

**Development**

* An opportunity to lead on and develop whole school initiatives
* Regular feedback through link meetings and performance appraisal
* Involvement in SLT meetings and strategic decisions across the secondary phase of the academy
* Opportunity to plan out the development of key staff across the academy and impact on their professional development

**Person Specification: Assistant Principal**

**Qualification Criteria**

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

**Knowledge, Skills and Experience**

* Understanding of what outstanding teaching practice looks like, how to diagnose and implement effective strategies to raise learning standards
* Demonstrable experience of having significantly improved behaviour and raised attainment in another education setting
* Experience and understanding of how to improve and sustain an effective behaviour policy in a school
* Experience of having led and managed people
* Experience of having worked to support the significant success of others
* Ability to use data to inform decision making and diagnose weaknesses that need addressing

**Behaviours**

* Genuine passion for and a belief in the potential of every student and alignment with Ark’s high aspirations and high expectations of self and others
* A robust awareness of keeping children safe, noticing safeguarding and welfare concerns, and you understand how and when to take appropriate action
* Deep commitment to Ark’s mission of providing an excellent education to every student, regardless of background
* Management style that encourages participation, innovation and confidence
* Strong organisational skills and ability to delegate
* Resilience and motivation to lead the academy through day-to-day challenges
* Strong interpersonal, written and oral communication skills
* Ability to manage and maintain effective working relationships with staff, parents and other external stakeholders

**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

This post is covered by Part 7 of the Immigration Act (2016) and therefore the ability to speak fluent English is an essential requirement for the role.

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.