



Primary Assistant Headteacher (Assessment & Digital Strategy)

Ark Victoria is looking for a motivated, creative and forward-thinking Assistant Headteacher to join our primary phase leadership team. You will lead on primary assessment, covering academic achievement, line managing and coaching Heads of Year and supporting every student to achieve highly. You will also lead on the primary Digital Strategy and the website.

As an Assistant Headteacher, you will also be centrally involved in areas such as leadership, culture and ethos, systems and procedures, curriculum development, progress and standards, behaviour management, external relations, community links, staff development, training and induction. As a member of the senior leadership team, you will also be centrally involved in the overall leadership and management of the academy, and will help to establish a school culture that is both nurturing and rigorous.

Our values mean a great deal to us and underpin all that we do, and so it is important that you champion Ark Victoria's pledge of being Ambitious, Resilient and Kind as well as living by the Ark ethos and six pillars that enable us to achieve our mission.

As part of the Ark network, our staff benefit from strong links with the wider network; particularly with the other Ark schools in Birmingham. We harness expertise and build pastoral communities so that our teachers can learn from and collaborate with colleagues. As well as networking with colleagues in other Ark schools, our staff receive high quality training and support.

If you are ready to add further value to our school and to join a brilliant school leadership team, then you will find this job extremely rewarding.

About Ark Victoria Academy

Ark Victoria Academy is a high performing school across all key stages, providing pupils with a unique journey in their education through the curriculum, personal development programme, student experience offer and the vast range of opportunities that we are able to provide as an all-through school. 82% of all grades awarded at GCSE 2022 are grade 4 and above, against a national figure of 73%. 86% of students gained a grade 4 or above for English and Literature. At KS2 77% of pupils gained the expected standard in reading, writing and maths, against a national figure of 59%.

Ambitious

Resilient

Kind

Whilst being a large school, we are able to retain a family feel, to nurture our pupils through their schooling and ensure that they leave us with the skills and qualifications necessary to continue their journey of life-long learning in a university or career of their choice.

It's for this reason that Ark Victoria Academy was judged 'Good' by Ofsted in May 2019, with a strong emphasis on expert subject knowledge from our teachers, strong teaching and leadership and a focus on excellence for our students and staff.

Our [website](#) can provide more information about Ark Victoria Academy.

Why work for our school?

Hear what our teachers have to say about working at Ark Victoria Academy:

<https://arkvictoria.org/page-strips/hear-our-team-o>

For an informal, conversation about the role please contact HR Manager, Kelly Mubarik on 0121 393 4459 or k.mubarik@arkvictoria.org

Please note the school reserves the right to close this advert early and interviews may take place before the advertised closing date. Applicants are strongly encouraged to apply early for this role to avoid disappointment.

Reporting to:	Primary Headteacher
Location:	Ark Victoria Academy, Talbot Way, Birmingham, B10 0HJ
Start date:	January 2023
Contract:	Permanent
Working Pattern:	Fulltime
Salary:	Ark Leadership Scale Points L6 – L10 (£48,438 - £53,500 per annum)
Closing date:	14 th October at 11am
Interviews:	Week commencing 17 th October 2022

How to Apply:

Please submit your application online by visiting <https://arkvictoria.org/vacancies>.



Job Description

To help you gain experience in all aspects of school leadership and prepare for Headship, the exact role and specific responsibilities of the Assistant Headteacher will be agreed annually and will change regularly.

Key Responsibilities

- Contribute to the leadership of the academy and its staff in order to achieve high standards of attainment
- Support coordination of vision and strategy for the academy
- Leadership of effective external relationships with community and other stakeholders
- In partnership with the principal and rest of the leadership team, ensure the safeguarding of all pupils, and that the safety and wellbeing of pupils and staff is promoted and maintained at all times

Outcomes and activities

Leadership and Management

Assessment

- Lead, review and quality assure the primary assessment system, ensuring the ongoing training of staff to support pupil progress
- Interpret and analyse internal and external data, providing summary reports to the Network, Head Teacher, SLT, staff and governors
- Work with senior leaders to ensure data is readily available to support relevant intervention to address gaps in student achievement
- Be responsible for the progress of your phase, ensuring assessment structures and appropriate intervention is in place, resulting in strong outcomes
- Lead middle leadership or senior leadership meetings in-line with the agreed assessment calendar
- Monitoring and reporting against relevant aspects of the Academy Improvement Plan to a range of audiences
- Completing, in collaboration with other members of the Senior Leadership Team, the School Self-Evaluation Form

Digital Strategy

- Support implementation of the digital learning strategy across the academy
- Promote and encourage the use of digital devices in school
- Model outstanding teaching and lead collaborative planning and development, with a focus on digital teaching & learning, including the sharing of resources and best practice
- Monitor the use of devices and digital strategies across the curriculum to improve usage
- Share best practice in using digital devices and approaches across the curriculum at middle leader meetings and staff briefings
- Work with the Lead for Inclusion to develop differentiated digital learning and teaching methods and schemes of learning
- Strategic overview of the primary content on the school website
- Promoting the academy through effective use of social media

School Ethos and Culture

- Support the Primary Head in fostering a strong sense of academy community and ethos among both staff and students
- Act as a positive role model to staff and students
- Develop a strong culture where students are proud of themselves and the school they attend
- Support students pastorally, as well as contributing to the personal development and student experience programmes, to become active and well-rounded citizens
- Help students to build habits of excellence to support their academic achievement and next steps in the career of their choice
- Build key relationships within our community to help promote a successful school

Teaching and Learning

- Support the training and development of teaching staff so as to improve the quality of teaching and raise the level of challenge in lessons
- Teach outstanding 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
- Ensure that all pupils achieve at chronological age level or, if well below level, make significant and continuing progress towards achieving at level
- Maintain regular and productive communication with parents, to report on progress, sanctions and rewards and all other communications.

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 principal.

Person Specification

Qualification Criteria

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

Experience

- Demonstrable experience of having significantly raised attainment
- Experience and understanding how to improve and sustain an effective behaviour policy and/or teaching and learning in a challenging school
- Experience of having led and managed a team of people
- Experience of having worked to support the significant success of others

Behaviours

Leadership

- Understands their own contribution to the academy as a whole
- 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
- Genuine passion and a belief in the potential of every student
- Motivation to continually improve standards and achieve excellence

Ambitious

Resilient

Kind



- Commitment to the safeguarding and welfare of all pupils

Vision and strategy

- Vision aligned with ARK's high aspirations and high expectations of self and others
- Clear understanding of the strategies to establish consistently high standards of behaviour in an inner city school and commitment to relentlessly instilling these strategies
- Use of data to inform and diagnose weaknesses that need addressing

Leading the Learning

- Understands what outstanding teaching practice looks like, how to diagnose and implement effective strategies to raise learning standards.

Leading External Relationships

- Can skillfully manage and maintain effective working relationships with parents and other stakeholders.

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 Criminal Records Bureau disclosure.

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 which will include questions about safeguarding. This process is outlined [here](#), but can be provided in more detail if requested. All successful candidates will be subject to an enhanced Disclosure and Barring Service check.

Principal

I am delighted and proud to welcome you to Ark Victoria Academy, a family school in the heart of Small Heath. I joined our academy in 2019 and am working hard with our pupils and staff to make sure our school continues to improve. We want to provide an excellent education for each and every one of our pupils.



As Principal, it is my responsibility to create an environment in which your child can become a confident, articulate, resilient and kind young adult. Our curriculum, enrichment programme and student experience days, help ensure our pupils learn, thrive and make progress. We are committed to preparing and supporting our pupils to go on to pursue careers they are passionate about, contributing positively to society and living happy, healthy and fulfilled lives.

Our school community works hard to ensure our values of being **ambitious**, **resilient** and **kind** underpin our work and are upheld by us all.

We know that all children can and will achieve success and our dedicated staff work hard to nurture, support and provide challenge, to make this a reality. We welcome and value the input of carers and parents; together, we work hard to help realise the dreams and ambitions of our children and their families.

Please take a look around our website to find out what we can offer your child. The best way to really understand our school is to experience it. I would love to show you around and answer any questions you may have.

Ms Ela McSorley, Principal

Being part of the Ark network

Ark is an international charity, transforming lives through education. We exist to make sure that every child, regardless of background, has access to a great education and real choices in life. We know that great schools need great teachers, which is why we offer you the very best training and support at every stage of your career - from starting out as a trainee to running your own school.

Our highly-successful network of 37 schools educates over 20,000 students across Birmingham, Hastings, London and Portsmouth. They are achieving some of the best results in the country despite being largely in areas of historic academic underachievement.

Ark schools prioritise six key principles: high expectations; excellent teaching; exemplary behaviour; depth before breadth; more time for learning; knowing every child.

Ark invests significantly in a number of professional development programmes which complement academy level training:

- The Ark training menu: we have developed a bespoke training menu, which is accessible by all staff in the network offering a wide range of training modules to staff in all roles
- Network support: schools share CPD, allowing us to share best practice and role specific training across the network, facilitated by in-school and central staff
- Ark staff receive 10 training days each year rather than five creating time to collaborate with subject specialists within each school and across the network

Ark is at the forefront of changing education society through education. You can read more about how Ark is transforming lives through education [here](#).

Ark Safer Recruitment Procedure

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.

Disclosure

This post is classified as having substantial access to children, and appointment is subject to an enhanced police check of previous criminal convictions (DBS). Applicants are required, before appointment, to disclose any conviction, caution or binding over including 'spent convictions' under the Rehabilitation of Offenders Act 1974 (Exemptions) Order 1975. Non-disclosure may lead to termination of employment. However, disclosure of a criminal background will not necessarily debar individuals from employment – this will depend upon the nature of the offence(s) and when they occurred.

Reference checking

References from the previous and current employer will be taken up for shortlisted candidates, and where necessary employers may be contacted to gather further information.

Probation

All new staff will be subject to a probation period of six months (which may, in certain circumstances, be extended by up to 10 weeks). The probation period is a trial period, to enable the assessment of an employee's suitability for the job for which they have been employed. It provides the academy with the opportunity to monitor and review the performance of new staff in relation to various areas, but also in terms of their commitment to safeguarding and relationships with pupils.