

## Job Description: Assistant Principal – Pastoral Care

**Reporting to:** Vice Principal

**Location:** Ark Putney Academy

**Contract:** Permanent

**Working Pattern:** Full Time

**Salary:** Ark Leadership (Inner London) L12-16: £71,851- £78,464

### The Role

The Assistant Principal will work closely with the Executive Principal, Vice Principal and wider SLT to embed Ark Putney Academy's vision and build an exceptional school. You will play an important role in the overall leadership and management of the academy and should be prepared to lead on aspects of any of our six pillars, ensuring the academy's goal of providing all students with a great education and real choices in life.

### Key responsibilities

- Responsible for the pastoral care and academic progress of students
- Take a leading role in safeguarding across the academy
- Work with the Vice Principal to promote the academy ethos and culture and values
- Safeguard all students, and build effective external relationships, including with parents, the wider community and other stakeholders
- Support practices that improve provision at Ark Putney Academy and across the Ark network

### Outcomes and activities

#### Vision & Leadership

- Communicate the academy vision effectively to students, staff and wider stakeholders
- Contribute to the establishment, implementation and review of whole school systems and policies
- Feed into the codification of the academy's provision to embed high quality practice in all areas
- Demonstrate a commitment to equality of opportunity for all members of the academy's community
- Build and maintain strong working relationships with the network, community, agencies, and stakeholders, including parents and the Governing Body
- In the absence of the Executive Principal or Vice Principal, undertake the professional duties of the Principal as reasonably delegated

#### Management & Training

- Line manage middle leaders and/or operational leaders, and oversee their development
- Ensure that the culture and ethos of the school, along with the pillars, inform all practice in line-managed departments
- Develop all staff in line-managed departments as educational leaders and ensure all post-holders are systematically trained to complete their roles to an exceptionally high standard
- Deliver high quality training as part of the annual staff induction and CPD programme
- Coach and/or mentor staff as required
- Commit to the professional development of self and others

#### Culture and ethos

- Contribute to the development of clear systems to establish and maintain a positive and purposeful climate for learning in classrooms and around the school
- Complete duties around the school, modelling best practice for all staff
- Promote a culture of safety and wellbeing across the school, where all practice is fully compliant with our safeguarding policy and issues are dealt with in a timely fashion

## Teaching

- Model outstanding teaching practice in terms of planning and preparation, teaching and assessment
- Ensure that all students achieve at chronological age level and make exceptional progress

## Development of the Ark Network

- Share codification and innovation work with others in the network to develop great practice
- Value and support practices driving continued progress across the network of Ark schools

## Other

Undertake, and when required, deliver or be part of the appraisal system and relevant training and professional development

- Undertake any other responsibilities as directed by the Executive Principal

# Person Specification: Assistant Principal - Pastoral Care

## Qualification Criteria

- Strong A Levels or equivalent
- Qualified to degree level and above
- Qualified to teach and work in the UK

## Experience

- Experience of having led and managed a pastoral team
- Experience of having worked successfully in at least one school in an urban, multi-cultural setting, teaching students from backgrounds of socio-economic disadvantage
- Experience of having led, or significantly contributed to, the success of a whole school initiative

## Behaviours

### Leadership

- Able to work in close harmony with the Executive Principal and senior team
- Management style that encourages participation, innovation and confidence
- Ability to lead, coach and motivate staff, including professional development and effective management of underperformance
- Strong interpersonal, written and oral communication skills
- Resilience and motivation to lead the academy through day-to-day challenges
- Genuine passion and a belief in the potential of every student
- Motivation to continually improve standards and achieve excellence
- Commitment to the safeguarding and welfare of all students

### Vision and strategy

- Vision aligned with Ark Putney Academy's high aspirations and high expectations of self and others
- Understands strategies to establish consistently high standards of behaviour in an inner city
- Excellent organisational skills
- Competent in the use of data to inform and diagnose weaknesses

## Teaching

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

## Leading External Relationships

- Can develop and maintain effective working relationships with parents and the wider community
- Ability to work collaboratively with partner stakeholders, agencies and peers in the Ark network

## 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 DBS check.

*Ark is committed to safeguarding and promoting the welfare of children and young people in its academies. 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](#).*

*We aim to build a diverse and inclusive organisation where everyone – staff and students – can do their best work and achieve their full potential. We want to reflect and represent diverse perspectives across our organisation because we know that doing so will make us stronger and more effective. To know more about Ark's diversity and inclusion commitments, please click this [link](#)*

*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.*