

Secondary Assistant Principal

Data and Assessment



# About Ark

Ark is an education charity set up in 2004 to create a network of high achieving, non-selec- tive, inner-city schools where all pupils, regardless of their background or prior attainment, achieve highly enough by age 18 to have real choices: to go on to university or the career of their choice. Ark has no faith affiliations.

All ARK schools are situated in areas of high deprivation or educational need and our pupil profile reflects this: over half of our pupils are eligible for free school meals compared to 18% nationally.

The ARK network operates 39 schools in the UK across London, Portsmouth, Birmingham,   
 and Hastings. Each of our schools has its own distinctive character, reflecting its local community.

#### A Commitment to Encourage Diversity

Ark is committed to eliminating discrimination and encouraging diversity amongst our employees. Our aim is that our workforce will be truly representative of all sections of society and that each employee feels respected and able to give their best.

To that end we are committed to provide equality and fairness for all in our recruitment and employment practices and not to discriminate on grounds of age, disability, gender reassignment, marriage/civil partnership status, pregnancy and maternity, race, religion or belief, sex, or sexual orientation.

We oppose all forms of unlawful and unfair discrimination.



# About Ark John Keats Academy

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 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. Our core values underpin everything we do:

#### Kindness, Effort, Aspiration, Tenacity, and Success

At Ark John Keats, we aspire for all our children to gain the academic knowledge necessary to progress to university, to develop a love of learning and curiosity about the world, and to become polite, well-mannered young people who take responsibility for their choices and drive their own destinies**.** The academy`s approach to achieving this is based on our six pillars:

#### High Expectations

Every adult who works at AJK believes in the limitless potential of all children.

#### Excellent Teaching

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

#### Exemplary Behaviour

Pupils are unfailingly polite and well-mannered individuals who take responsibility for their own actions and seek to help others whenever they can.

#### Depth for Breadth

Our rich, challenging curriculum builds pupils cultural capital to ensure they can all.

knowledgeable, articulate and university ready.

#### Knowing Every Child

Our teachers know and care about every child they interact with, proactively building strong and positive relationships between school and home.

#### Always Learning

Our continuous professional development, co-planning meetings and coaching ensure teachers feel both stretched and supported, able to develop as teachers and leaders in a long-term career at Ark John Keats Academy.

# Welcome from the Principal



Dear Candidate,

I am delighted to introduce you to Ark John Keats Academy: an all-through school in Enfield with a mixed comprehensive intake. Our mission is to ensure our pupils lead a life of genuine choice and can drive their own destinies because they have a rigorous

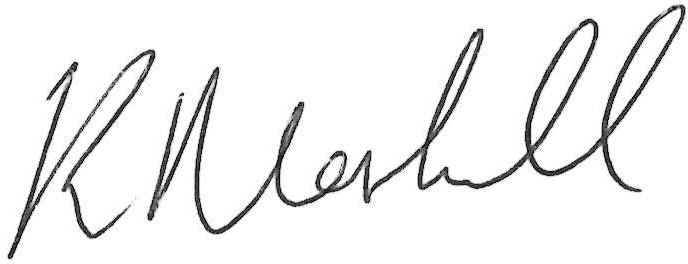
academic curriculum, which is well taught, and because they know that kindness, effort, aspiration and tenacity lead to success. We are a member of the successful Ark network of schools and are proud to serve the young people and families in our community here in Enfield.

We opened our doors to our first reception classes in September 2013 and our first cohort of year 7 pupils joined us in September 2014. We currently have over 1800 pupils enrolled from nursery to year 13 and are oversubscribed in every year group. Our teaching staff are experts in their subject areas and all staff at the academy share a commitment to upholding the highest expectations.

We have created an academy that is renowned for its calm, orderly and purposeful environment, where pupils behave maturely and respectfully and enjoy the rich experiences that we offer. As a result, our students secure excellent academic outcomes, become kind and well-rounded young people, and go on to impressive destinations (on average over 65% of our students go on to one to study at a top third university in the U.K.). The academy was graded good in all areas in our Ofsted inspection of January 2023, and we are committed to building on this foundation to ensure that every aspect of our school is truly excellent.

This is a fantastic place to develop your career and to make a positive contribution to the lives of young people. We are looking for talented and dedicated staff, who are ambitious for our pupils as well as themselves, to join us in this next phase of our development.

Kind regards,



Katie Marshall, Principal



**Ark John Keats Academy: Assistant Principal Data and Assessment**

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

**Salary:** Ark Leadership Scale (Outer London) L12-L16 £66,598 - £73,207 depending on experience

**Working pattern:** Full-time (Part-time working will be considered)

**Contract:** Permanent

**Start date:** September 2024

**Closing date:** Friday 19th April 2024

*We will be reviewing applications on an on-going basis and this advert may close earlier than advertised depending on the level of response.*

**Interviews**: Interviews will take place the week commencing 22nd or 29th April**.** Earlier interviews may be held on a rolling basis.

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

**About the role**

Ark John Keats is looking to appoint an Assistant Principal to join our leadership team in the secondary phase. You would be responsible for assessment and data and would lead on all aspects of our assessment model, including formative and summative assessments and external examinations, data analysis, intervention and reporting to parents and key stakeholders. You would work alongside our Vice Principal and other members of the senior team and these roles and responsibilities would be agreed and reviewed with the successful candidate annually to reflect the priorities of the school.

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 history of improving systems and processes, developing leaders and teachers, and leading strategically on whole school initiatives. We welcome applications from both experienced senior leaders as well as ambitious middle leaders who are seeking to progress their career.

**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 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:** A research-driven programme of development and a spirit of collaboration support our culture of continuous improvement.

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 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 Northeast London accessible within 30 minutes. There is free on-site parking for staff.

To apply please click [here](https://arkjohnkeats.org/jobs/vacancies) and submit your application by **9am on Friday 19th April 2024.** 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 Principal, Katie Marshall ([k.marshall@arkjohnkeatsacademy.org](mailto:k.marshall@arkjohnkeatsacademy.org)).

Flexible and part time working will be considered.

**Job description: Assistant Principal Data & Assessment**

**The Role:**

You would be responsible for assessment and data in the secondary phase and would lead on all aspects of our assessment model, including formative and summative assessments and external examinations, data analysis, intervention and reporting to parents and key stakeholders. You would work alongside our Vice Principal and other members of the senior team and these roles and responsibilities would be agreed and reviewed with the successful candidate annually to reflect the priorities of the school.

**Specific duties:**

* Embed and improve the implementation of all aspects of our assessment model.
* Lead regular and robust data analysis processes that lead to improved outcomes.
* Support and develop middle and senior leaders to improve assessment, data and intervention.
* Embed effective processes for reporting to parents and key stakeholders.
* Evaluate the quality and impact of our assessment approach and define improvement priorities.

**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.

*Ark is committed to safeguarding and promoting the welfare of children and young people in our academies. To meet this responsibility, we follow a rigorous selection process. 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.*

**For further information or to arrange a discussion, contact us at**

## [recruitment@arkjohnkeatsacademy.org.](mailto:recruitment@arkjohnkeatsacademy.org)

*Ark is committed to safeguarding and promoting the welfare of children and young people in its acade- mies. 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 Offend- ers 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 it occurred. To read more about Ark’s safer recruitment process, please click this link.*

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