



Ark Evelyn Grace
Academy



Vice Principal

Candidate Information Pack

Empowering our students to be the voice of their future

Principal's Welcome Message

Dear Future Ark Evelyn Grace Vice Principal,

It is not very often that you get the opportunity to work in a school where what you do has the **potential to transform the lives of its children, their families, and the community**. It was an opportunity I couldn't walk away from last year when I began supporting the school during a period of instability. At the time, I was Associate Principal at Ark Globe Academy; a school and community I had been part of for 10 years and never thought I was going to leave until I came to Ark Evelyn Grace Academy.

When the opportunity came up to be Principal, I had to apply. Ark Evelyn Grace is an incredibly special community, situated in the heart of Brixton and in the middle of three large housing estates. It is a historically underserved community, and in many ways continues to be so; the community deserves so much more. **This is the promise and the potential that the school serves to realise**. We are here to provide the community with what it is entitled to (and more) so that they can, as our mission statement says, **be the voice of their future**.

We are unapologetic about the expectations and ambitions that we have for our students and now need an equally ambitious Vice Principal to work closely alongside me, the leadership team and the wider staff body to make our ambitions a reality.

We have a vision for our children that will transform their lives. We are a changing school, and we are changing for the better, driven by a belief and a commitment to deliver for our children so that they **reach their potential**. We are at the start of an exciting period of change. If you share in these aims and have a commitment to serving the communities for whom a high-quality education will make the biggest difference, visit us, apply and **be part of the transformative change**.

With warm regards,



Una Sookun
Principal

Vice Principal

A fantastic opportunity for an ambitious and dynamic Vice Principal to join a high-potential school on a transformational improvement journey.

Reports to: Principal

Start date: September 2024 or sooner if possible

Location: 255 Shakespeare Rd, London, SE24 0QN

Salary: L19-23 (dependent on skills and experience)

Contract: Full time, permanent

Closing date: 9am, Friday 10th May 2024

Interviews will take place on Wednesday 15th May 2024 and will involve a whole day process.

Our School:

Ark Evelyn Grace Academy is an 11-16 mixed secondary school, located at the heart of the London Borough of Lambeth. Our mission statement is to empower our students to be the voice of their future. This is based on the belief that each young person is different, difference should be embraced, and each young person has a unique contribution to make and should be given a voice. Through finding their voice, young people can lead empowered lives where they have choice, agency and influence. We are focused on the future as we want our young people to be the face of it.

Through providing a nurturing environment, a high-quality education and a wide range of experiences and opportunities, we enable all our young people to have choices over the direction of their lives. We want our young people to be heard, be seen and be their best, making significant progress in school and securing high quality destinations so that they reach their full potential.

We are part of the Ark network, a highly successful MAT with a well-regarded CPD offer for leaders and teachers at all levels. We are passionate about developing and delivering tremendous outcomes for students and invest significantly in our staff.

We work closely with Ark Globe Academy under the leadership of Executive Principal, Matt Jones OBE.

The Opportunity:

We are seeking an ambitious and forward-thinking Vice Principal to help realise our ambitious vision and make Ark Evelyn Grace Academy a world class school. The new Vice Principal will play a pivotal role as part of the SLT and work closely alongside the Principal as well as our newly recruited team of Faculty Assistant Principals. You will have significant skills, drive and a proven track record of having made whole school impact.

The exact responsibilities will depend on the skills of the successful candidate, and we are keen to hear from any strong leaders excited by the challenge of joining our school.

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.

You will also have the opportunity to collaborate with colleagues across the network and will feed into the development of excellent practice beyond your own school.

What we offer:

- Salary higher than the national pay scales
- Twice as many training days as standard and network-wide events with Ark colleagues, held by the best minds in education
- Coaching for every teacher and leader
- Access to the high-quality, professional development, including nationally recognised qualifications such as NPQH
- Opportunities to collaborate with colleagues across the network

How to apply:

To apply, please submit an application via the Ark recruitment portal by 9am on **Friday 10th May**. *If you have any questions, concerns or time constraints with this deadline please let us know.*

We welcome conversations about the role and visits to our school. If you would like to be in touch for an informal and confidential conversation and/or a visit, please contact the Personal Assistant to the Principal, Charlene Caesar, on charlene.caesar@evelyngraceacademy.org and HR on hr@evelyngraceacademy.org.

Please refer to the job description for more information.

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. 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.

Job Description: Vice Principal: Teaching, Learning & Curriculum

Reports to:	Principal
Start date:	September 2024
Location:	Ark Evelyn Grace Academy, Shakespeare Road, SE24 0QN
Contract:	Permanent
Salary	Ark Leadership L19 (£83,651) - L23 (£91,315)

The Role:

The Vice Principal will work to improve the quality of education to empower our students to be the voice of their future, preparing them to have meaningful choices over the direction of their lives once they have left Ark Evelyn Grace. Working closely with Faculty Assistant Principals, this role will be accountable for achievement across subjects and across key stages. This will involve the line management of Faculty Assistant Principals, including support and monitoring. In addition, the Vice Principal will be responsible for ensuring high standards of teaching and learning, through embedding systems and processes, to continue the drive to raise standards of attainment so that all students make excellent progress.

As a member of the Academy's Strategic Leadership Team, the successful candidate will contribute towards the Academy Improvement Plan of the whole academy and have a responsibility for the leadership and management of the academy.

Key Responsibilities:

Leadership:

- Communicate effectively and build strong relationships with the whole academy community and wider community.
- Develop partnerships with external agencies and organisations.
- Lead Faculty Assistant Principals in developing a high-quality curriculum.
- Lead SLT meetings.
- Line-Lead Faculty Assistant Principals, other members of the Senior Leadership Team or Middle Leadership Team.
- Line-Lead the cover supervisor.
- Deputise for the Academy Principal when required and lead the Academy.

Teaching and Learning:

- Model excellence in the classroom.
- Embed learning walks and systems around communicating trends.
- Lead on bi-annual teacher evaluation using the Great Teacher Rubric.
- Confidently monitor and evaluate data and identify priorities for continuous improvement.
- Co-ordinate and develop a program for whole school professional development.
- Establish and embed key systems and processes to monitor standards of teaching and learning.
- Lead and coordinate the whole school coaching and feedback model for teacher development.
- Train, coach, and support identified teachers and leaders.

Assessment:

- Embed regular knowledge testing across all year groups.
- Ensure formative assessments are purposeful, prepared for and responded to.
- Ensure there is a consistent approach to teacher feedback, allowing students to make rapid and sustained progress.
- Ensure summative assessments are cumulative, consistent and embedded in the curriculum.

Curriculum:

- Lead Assistant Principals to develop and implement high quality syllabuses and schemes of learning for all year groups within their faculties.
- Analyse student data across faculties and use results to make teaching more effective and to implement appropriate interventions and programmes to target areas of concern.

Academy Culture

- Embody the values of the Culture Compass.
- 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.
- 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.

Other specific responsibilities

- Lead line management meetings and circulate minutes promptly.
- Lead on cover and staff absence.
- Lead on Pupil Premium.
- Timetable duties including transition duties.

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.

Role review

This job description sets out the main duties of the post at the time of drafting. It cannot be read as an exhaustive list. These responsibilities will be discussed annually as part of the post holder's annual performance review and are subject to change. However, it may be altered at any time subject to need in consultation with the post holder subject to the Principal's approval.

Person Specification: Vice Principal

Qualification Criteria

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

Experience

- Experience at Assistant Principal or Vice Principal Level (or equivalent)
- Experience of having worked successfully in at least one school or academy 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 school or academy through its leadership, ethos, teaching and learning and results
- Experience of having improved and operationalized an effective teaching and learning or assessment policy
- Experience of developing the teaching or learning of other teachers
- Experience of timetabling or curriculum design

Behaviours and attitude

- Model professionalism and high expectations at all times
- Contribute to the coordination of vision and strategy for the academy
- Demonstrate professionalism, integrity, perseverance and ambition to drive up standards
- Evidence of the skills and competencies to develop effective relationships with parents, the community and other stakeholders

Leadership and Management

- Work in close harmony with the Principal
- lead, coach and motivate staff within a performance management framework, including professional development and effective management of underperformance
- Demonstrate strong interpersonal, written and oral communication skills
- Take personal responsibility for their own actions
- Resilient and motivated to lead the academy through day-to-day challenges
- Genuine passion and a belief in the potential of every student
- Commitment to the safeguarding and welfare of all students

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.

Ark Schools are committed to attracting, developing and retaining a diverse workforce, with a broad range of backgrounds, experiences and perspectives. To read more about Ark's diversity and inclusion statement, please click this [link](#).