



Assistant Principal (Primary) Candidate Information Pack

Dear candidate,

Thank you for taking the time to find out more about King Solomon Academy. We are seeking an exceptional leader, ready to join the leadership team in our high-performing school and to contribute to showing what education can achieve.

KSA aims to transform the lives of its pupils. Our mission is to provide a rigorous education that prepares our pupils for success at university and beyond, irrespective of their starting point. Our teachers and leaders do whatever it takes to make this a reality.

We are excited to offer the role of Primary Assistant Principal. Alongside playing their part in the overall leadership of the whole primary school, this role will take leadership of specific year groups and strategic development of curriculum area(s) dependent on the successful applicant's skills and experience.

Senior leaders at KSA provide strategic and operational leadership across many areas beyond their immediate remit, and as such the successful candidate will have a real opportunity to have a significant impact on the future of the whole school. Whilst we recognise this role might be something of a jump for a current middle leader, we are not necessarily looking for someone who has lots of experience, we are looking for a leader who is 100% aligned to King Solomon Academy's values, mission and approach.

This role is open to internal and external candidates. To apply, follow the link at <http://kingsolomonacademy.org/current-vacancies> by **11am** on **Wednesday 24th April 2024**. For an informal conversation about the role, please contact Abi Saleh, Principal's PA on a.saleh@kingsolomonacademy.org or 0207 563 6901.

Yours sincerely,

Beth Humphreys
Principal

Job Description: Assistant Principal Primary

Reports to:	Relevant member of the Senior Leadership Team
Dates of role:	Permanent
Salary:	Leadership Scale

The role

The Assistant Principal will lead on the culture and curriculum of specific year groups. Working closely with the rest of the Senior Leadership Team, this role will take on significant responsibility for the leadership of all aspects of the primary school, and the successful candidate will show they have the flexibility and ambition to develop as a leader in all aspects of school leadership.

Key responsibilities

The precise areas of responsibility for this post will be agreed based around your skills and the needs of the school, but it is anticipated that you will be able to:

- Articulate clear values and moral purpose and alignment to KSA's mission, vision and values
- Promote high expectations in all areas of the academy for pupils and staff alike
- Model excellence in the classroom, leading the development of colleagues at all levels
- Train, coach and support identified teachers and leaders
- Confidently monitor and evaluate data and identify priorities for continuous improvement
- Communicate effectively & build strong relationships with the whole academy community
- Deputise for leaders including the Principal and other relevant leaders when required
- Along with other senior staff, take responsibility for:
 - Safeguarding
 - Pupil culture and behaviour
 - Curriculum
 - Teacher development
 - Staff CPD
 - Recruitment

Key tasks

- To lead or contribute to leading the strategic direction of teaching and learning across the academy, and in specific year groups, through leading CPD, Intellectual Preparation, facilitating coaching middle leaders and teachers and mentoring other identified teachers who need additional support
- To lead or contribute to leading the strategic direction of pupil culture and behaviour as well as their safety and personal development through observation and feedback, fostering excellent relationships with parents and external agencies and ensuring compliance with academy systems

- To teach and model outstanding practice in terms of classroom teaching, culture building, planning, preparation and assessment.
- To line manage, mentor and/or coach allocated middle leaders and/or teachers to ensure they are being led and managed in the best possible way.
- Together with other senior leaders, to provide overall leadership of the curriculum offer, to ensure that it provides our pupils with a transformational and rigorous curriculum which prepares our pupils for success in university and beyond.
- Together with other senior leaders, ensure all consequences, positive and negative (including all detentions, homework catch ups, in class isolation, internal exclusion and exclusion), are followed and executed in line with school policy, and where there are breaches of policy to take action to prevent reoccurrence, including holding staff to account.
- To maintain positive relationships with all pupils
- To be a professional role model for all pupils and staff in demeanour, appearance and attitude
- To monitor standards in their area of responsibility, evaluate and contribute to wider self-evaluation of the school
- To represent KSA effectively to external stakeholders.

Other specific responsibilities

- Lead line management meetings and circulate minutes promptly
- Attend and contribute to SLT meetings
- Supervise Saturday and holiday learning as required
- Supervise key parts of the school day as required (e.g. arrival or departure from school)
- Plan the provision and support for new staff
- Observe teaching, monitoring teachers' knowledge of data, setting of homework, marking and challenge to students' performance

Other

- Undertake other various 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 postholder's annual performance review and are subject to change. However, it may be altered at any time subject to need in consultation with the postholder subject to the Principal's approval.

Ark is committed to safeguarding children; successful candidates will be subject to an enhanced Disclosure and Barring Service check.

Person Specification: Assistant Principal

Necessary qualification criteria

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

Essential experience

- Experience of leading, coaching and managing staff
- Experience of leading a high achieving team within a complex school environment
- Experience of raising attainment in a challenging classroom environment
- Evidence of continually improving the behaviour and culture of groups of pupils

Skills and attributes

We are looking for alignment to our KSA values or at the very least, a candidate's clear, demonstrable capacity to develop them:

“Aiming high”

- Evidence of sustained impact in middle leadership
- Prepares for success with excellent organisational skills
- Works hard to achieve goals
- Never gives up on ourselves, our teammates or our mission
- Willingness to play a full part in school life and go above and beyond to ensure success
- High energy and driven by a ‘whatever it takes’ attitude.

“Working together”

- Works effectively as part of a team
- Seeks out opportunities to build on own and others' strengths and helps others to be better through a culture of clear, kind feedback
- Makes a strong contribution to assessments and child-led planning

“Being kind”

- Able to create a safe, happy and successful environment for everyone in our community
- Shows gratitude
- Takes care of others
- Exhibits pride in achievements of self and others

“Leading the way”

- Has a passion for working with children
- Is a positive role model to others
- Is brave
- Shows initiative
- Feels passionate about creating a better future.

Other

This post is subject to an enhanced Disclosure and Barring Services check.

King Solomon Academy

King Solomon Academy is a genuine all-through school, with our pupils staying with us from nursery to sixth form across two sites, ten minutes-walk apart. Because of this, we have a unique opportunity to have a long term and dramatic impact on our pupils' lives. This all starts in our primary school, where our pupils develop, and grow a love of learning.

We have a strong track-record as a school in making a significant impact on our pupils' lives. We adopt a mastery approach in primary, meaning that our pupils have more time and explicit teaching of the skills and concepts that underpin long term success in academics, enriched by a varied and cultural capital enhancing curriculum which inspires and engages our pupils. Our specialist teaching model enables pupils to benefit from expert teaching in PE, music, art, humanities and science and means all staff have time to plan each subject properly.

In September 2019 we merged with Ark Paddington Green Academy, forming one all-through school with Nursery-Year 4 on our Younger Years Site (Crompton Street) and Year 5 - Year 13 on the Older Years Site (Penfold Street). In May 2021, we opened a purpose-built nursery for 2-4 year olds. Our Younger Years Site has generous outdoor space, including a beautiful global food garden and a woodland garden where we run Forest School in EYFS and KS1. UKS2 pupils benefit from all the resources of sharing a site with secondary: a huge MUGA, basketball courts, science labs, specialist music equipment and so on.

We believe in aiming high, working together, being kind and leading the way. Through weekly individual coaching, year group intellectual preparation time and whole school and network PD, we invest in every teacher's growth and development to ensure everyone can excel in creating the best possible climate for learning for our pupils to thrive in.

Our current senior team in primary is made up of the Principal, two Vice Principals and then four Assistant Principals, each with responsibility for two year groups, including line managing staff in that phase. Primary senior leaders are also part of an all-through leadership team working in collaboration with leaders in the secondary phase of King Solomon Academy to ensure one joined up community.

Principal: Beth Humphreys

Beth Humphreys graduated from the University of Edinburgh with an MA in English Literature and French and then completed a second Masters' degree in Educational Leadership at The Institute of Education. She joined KSA secondary in 2012 as an Assistant Head and then Deputy Head, leading on curriculum and professional development before she became Head of Primary in January 2017 and Associate Principal. She became all-through Principal in January 2024. Beth is proud to serve our all-through community and is passionate about ensuring our children get the very best start in life anyone could give them.





About Primary at KSA

King Solomon Academy is focused on providing the highest quality education to every pupil – from day one.

We believe that the foundations of our school are built in our Early Years and throughout Primary. As an all-through school we know that the successes here echo through a child's whole education and into their lives beyond. If we can help pupils to be confident and engaged learners in the primary years, we can set them up for success in their futures.

We have a unique opportunity to have a long term and dramatic impact on our pupils' lives. As our children start with us we are passionate about creating mastery of all aspects of literacy (including phonics) and numeracy, as well as creating the classroom culture which fosters rapid and significant character growth. In this way we believe our classrooms have vital importance in our ability as a school to affect change in the lives of our pupils.

KSA Primary is characterised by the formation of extremely positive and influential relationships between the school, pupils and their parents. We aim to support the development of the whole child, including their upbringing at home. Our curriculum is rich and varied; teachers are encouraged to dream big in their curriculum choices to inspire and engage pupils. In preparation for learning musical instruments in Year 4, we invest in specialist music learning throughout the school – sport, drama and other enrichment activities also benefit from our all-through setting. We are delighted to be able to offer Forest School lessons to all pupils throughout Nursery, Reception and KS1, through our investment in a dedicated Forest School teacher.

We have achieved great success at effectively starting our pupils on their journey through education. We teach Phonics exceptionally well – achieving in the top 5% of schools in the country. We are driven by an unerring commitment to close the attainment gap between children of different socio-economic backgrounds and as such, want to rapidly improve pupils' attainment. Closing the gap at the youngest possible age means we can go on to ensure our pupils benefit from a rich curriculum in the Junior School and into Middle and Upper School so that by the time they are in Sixth Form, a life of success awaits them.

Our approach to planning and development are collaborative and enable our primary teachers to benefit from the expertise of others and build their own confidence in driving an excellent curriculum. Our use of specialist teachers ensures that teachers have a significant amount of time to plan their lessons.

Being a Senior Leader in the Ark network

Ark is an international charity, transforming lives through education. Ark exists to make sure that every child, regardless of background, has access to a great education and real choices in life. The highly-successful network of 34 schools educates over 20,000 pupils 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.

As a senior leader at KSA, you become part of a growing cohort of senior leaders who work together and learn from one another to build the best possible schools. The opportunities for further growth and responsibility, inside KSA and beyond are significant.

Ark runs a number of additional leadership programmes which provide structured support for our leaders to develop. This includes coaching and the opportunity to visit other successful schools inside and outside the Ark network.

Ark Safe 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 safe guarding and relationships with pupils.

If you can't fly then run, if you can't run then walk, if you can't walk then crawl,
but whatever you do you have to keep moving forward.

Martin Luther King

