



Ark Greenwich Free School Head of School

Reports to:	Executive Principal
Start date:	September 2024 or as soon as reasonably possible
Location:	Shooters Hill Road, Woolwich, London SE18 4LH
Salary:	Highly competitive and generous, including potential relocation package
Contract:	Permanent, full time
Closing date:	Wednesday 24 th April 2024
School visits:	To be arranged as suitable for the candidate
Interview date:	Tuesday 7 th May 2024

We are recruiting a Head of School to oversee the day-to-day management and leadership of Ark Greenwich Free School. This is a rare and exciting opportunity to work at one of the highest performing schools in the country (Progress 8: +1.14). If you want to develop as a Head of School under the leadership of an Executive Principal and have the opportunity to work in an ambitious and high-performing school with traditional values, this could be the perfect position for you.

As Head of School, you will lead and oversee all aspects of school management, including line management of the senior team and staff. You will report directly to the Executive Principal and support them in their vision for school improvement. This is an ideal opportunity for an ambitious secondary school Vice Principal seeking to take a step towards headship.

Our School:

Ark Greenwich is a new, ambitious school model based on what we know excellent schools do. We have created a highly respectful and disciplined environment where our staff and scholars can fulfil their potential. We are one of the highest performing schools in the UK. Progress 8: +1.14, Attainment 8: 6.3, EM5 +: 81%, EBacc entry rate: 90% (2022).

Ark Greenwich exists to empower young people, regardless of socio-economic background, to grow and be successful. This is a forward-thinking school that encourages innovation and values its staff. We are proud of our highly respectful and disciplined community and of the outstanding academic outcomes achieved by our scholars. Expectations for all members of our community are unashamedly sky high. We work hard to impact the lives of the young people we serve. We also place a primacy on our industry leading extra-curricular and character education programmes.

What we offer:

- Influence across network-wide issues through our Principal meetings and regional collaboration
- Support from an experienced Executive Principal
- On-hand expertise from our dedicated network education and operations teams who are ready to support you and your school
- Bespoke teacher development programmes supported by the Great Teacher Rubric
- Excellent career development opportunities across both the region and wider Ark network



How to apply:

To apply, please complete the application form by 9am on Wednesday 24th April 2024. *If you have any questions, concerns or time constraints with this deadline please contact us directly.*

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 please contact Leann Cripps, Principal's Personal Assistant, on LCripps@arkgreenwich.org

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The Head of School will manage the day-to-day running of the school and be responsible for the overall leadership and management of the academy in line with the Executive Principals' vision and that of the Ark network.

They will be responsible for providing an outstanding education for all pupils and will drive exceptional teaching and learning and an excellent school culture. This will include maintaining the excellent standards of curriculum, teaching and learning, and the strong culture of character development throughout the school that underpins all aspects of personal development for both pupils and staff.

Key responsibilities

- Leadership and management of the school and its staff to achieve high standards of behaviour and attainment
- Manage senior and middle leaders, developing a professional culture amongst all staff at the school
- Drive a positive and collaborative staff working culture which both support and challenges to perform at the best
- Oversee the school's self-evaluations and internal review process
- Support the recruitment of teaching and non-teaching staff where necessary
- Provide training and continuing professional development (CPD) opportunities for all school staff
- Identify areas of progression and promotion for staff that support succession planning for the school
- Develop strong community relationships with parents and other engaged stakeholders
- Leadership of effective external relationships with community and other stakeholders



Teaching and learning

- Work with staff to promote high quality teaching across all subjects
- Identify any areas of weakness in teaching and implement, monitor and review interventions to improve these areas as well as teaching and learning across the school
- Make sure the school's assessment system is fit for purpose and provides teachers with useful information about pupils
- Identify areas where staff may benefit from sharing good practice or accessing support from other schools in the trust
- Monitor the outcomes of pupils and draw out any patterns of underperformance in key groups of pupils, such as disadvantaged pupils or pupils with special educational needs
- Make sure standards of behaviour are high to foster an environment in which learning can thrive

Communication

- Work with the Executive Principal to keep them informed of the educational performance of the school, giving them what they need to provide support and challenge
- Help to build on the vision of the trust and share with colleagues across the trust how this is being demonstrated in the school
- Attend any relevant local governing body and/or trustee meetings
- Contribute to reports to the LGB or LA as necessary
- Attend Network Principal Briefings, Meetings and Residentials as required and scheduled In Principal PD overview

Managing resources

- Contribute to the budget setting, cash-flow management and all other financial management processes with the FRD
- Ensure value for money in any delegated financial responsibilities for purchasing and procurement
- Ensure the efficient and effective use of school resources

Other areas of responsibility

- Deputise for the Executive Principal in their absence
- The Head of School will be required to safeguard and promote the welfare of children and young people, and follow school and trust policies
- Please note that this is illustrative of the general nature and level of responsibility of the role. It is not a comprehensive list of all tasks expected to be carried out. The postholder may be required to do other duties appropriate to the level of the role, as directed by the Executive Principal.



Person Specification: Head of School

Qualifications and training

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

Experience

- Experience of secondary school leadership (at least at Vice Principal level or equivalent) where sustainable improvement has been evident
- Experience of having led or significantly contributed to the success of a school through its leadership, ethos, teaching and outcomes
- Involvement in school self-evaluation and development planning
- Demonstrable experience of successful line management and staff development

Leadership

- Able to work in close harmony with the Executive Principal
- Effective management style that encourages participation, innovation and confidence
- Ability to lead, coach and motivate staff within a performance appraisal framework, including professional development and effective management of underperformance
- Ability to develop the leadership skills of others
- Strong interpersonal, written and oral communication skills
- Takes personal responsibility for their own actions
- Resilience and motivation to lead the school through day-to-day challenges while maintaining a clear strategic vision and direction

Skills and knowledge

- Data analysis skills, and the ability to use data to set targets and identify weaknesses
- Understanding of high-quality teaching based on evidence, and the ability to model this for others and support others to improve
- Effective communication and interpersonal skills
- Ability to communicate a vision and inspire others
- Ability to build effective working relationships
- Skilful management for maintaining and developing the school's effective working relationships with parents, governors and stakeholders

Personal qualities

- Genuine passion and belief in the potential of every student
- A commitment to getting the best outcomes for all pupils and promoting the ethos and values of the trust and school
- Relishes accountability, has sound judgement and takes personal responsibility for their actions
- Excellent critical thinking skills; has intellectual curiosity and rigour
- Ability to build trust and mutual respect between pupils, families and staff
- Strong interpersonal, written and oral communication skills
- Enjoys working within a busy school setting.
- Ability to work under pressure and prioritise effectively
- Commitment to maintaining confidentiality at all times

- Commitment to safeguarding and equality, ensuring that personal beliefs are not expressed in ways that exploit the position

Other

- This post is subject to an enhanced Disclosure and Barring Service check

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. To read more about Ark's safer recruitment process, please click this [link](#).

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](#).