**Ark John Keats Academy Vice Principal for Culture and Safeguarding**

**Reports to:** Primary Headteacher

**Start date**: April 2022

**Salary:** Negotiable, depending on experience.

**Closing date:** 9am Friday 28th January [Please note that interviews will be held on a rolling basis, and we reserve the right to close the application process early. Early application is advised.]

**Exciting opportunity to join an exceptional school in north London.**

Ark John Keats is looking to appoint a Primary Vice Principal to lead on culture and safeguarding. At AJK we believe that a school culture of respect and kindness, combined with proactive work with families, leads to positive relationships which unlock our pupils’ learning capabilities. We are looking for an existing senior leader to hold the post of designated safeguarding lead and to take strategic leadership within the behaviour, safeguarding and the cultural aspects of our primary phase.

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 up 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:** Our culture of continuous improvement is supported by a research-driven programme of development and a spirit of collaboration.

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 sky 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.

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.

To apply please click [here](https://arkcareers.engageats.co.uk/LoginV2.aspx) to submit your application by Friday 28th January**.** For an informal, confidential discussion, please contact the Primary Headteacher, Olamide Ola-Said via [m.said@arkjohnkeatsacademy.org](mailto:m.said@arkjohnkeatsacademy.org)

**Job Description: Vice Principal for Culture and Safeguarding**

**Reports to:** Primary Headteacher

**Start date**: April 2022

**Salary:** Negotiable, depending on experience.

**Closing date:** Friday 28th January [Please note that interviews will be held on a rolling basis, and we reserve the right to close the application process early. Early application is advised.]

**The Role**

* Lead on the strategic direction and development of behaviour, safeguarding and culture.
* Hold the DSL role
* Line manage particular staff, including target setting, coaching and monitoring, ensuring that policies and procedures are adhered to
* In the absence of the Headteacher to step-up and undertake the professional duties of the headteacher as reasonably delegated
* Embedding of the Ark John Keats ethos and culture in the department and, as a member of the leadership team, across the academy

**Key responsibilities for the Vice Principal for Culture and Safeguarding**

**Leadership and management**

* To fully support whole school aims, objectives and policy decisions, contribute to their establishment and initiation and sustain their implementation and review
* Facilitate projects, programmes or systems as directed by the Principal
* Help implement systems that work effectively in combination with whole academy systems and administration
* Line manage particular staff, including target setting, coaching and monitoring, ensuring that policies and procedures are adhered to
* In the absence of the Headteacher, to step-up and undertake the professional duties of the Principal as reasonably delegated
* Contribute to the leadership of the academy and its staff in order to achieve high standards of behaviour and attainment
* Support coordination of vision and strategy for the academy
* Support where required, the leadership of effective external relationships with community and other stakeholders
* Participate in recruitment and selection activities
* Assist in the professional development of teachers
* Develop strong partnerships and ensure regular and productive communication with parents
* Maintain regular and productive communication with pupils, parents and colleagues

**Safeguarding**

* Ensuring the safeguarding policies of the academy are sector leading, up to date and implemented on the ground.
* Have a methodical and strategic understanding of the tracking, monitoring and reporting of safeguarding matters
* Be proactive in the management of safeguarding matters, ensuring that records are regularly updated, and the most appropriate actions put in place.
* Can build and nurture productive working relationships with all external agencies relating to safeguarding
* Understand the varying complexities of safeguarding matters and lead on all CIN, CP and LAC matters including undertaking investigations where safeguarding concerns have been raised and ensuing follow up action
* Ensure that all staff are trained, as appropriate to their role, on safeguarding matters including in the use of Impero Edawre.
* Offer advice and guidance to all colleagues on safeguarding matters.
* Utilise the academy’s data systems (Bromcom and Impero) and regularly analyse the data to identify trends, monitor staff disclosures, and to note patterns that may identify intervention.
* Support the development of the Safeguarding Team, providing leadership. chairing meetings, developing strategic plans, implementing them, monitoring, and evaluating the impact
* Provide support to teams to assess, review and plan appropriate support systems for students and staff involved in safeguarding incidents
* Work with senior leaders within the wider Ark Trust, including Human Resources, to ensure effective and timely management of allegations against any member of staff.

**Teaching and Learning**

* Provide weekly teaching cover to assigned year groups
* Direct and supervise support staff within relevant key stage to ensure the support provided to individuals and groups is having a significant impact on academic progress
* Support the Head of Year to implement an ongoing intervention programme to ensure pupils who fall behind have effective intervention to ensure they catch up quickly and sustain progress

**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

**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 primary phase of the academy
* Opportunity to plan out the development of key staff across the academy and impact on their professional development

**Person Specification: Vice Principal for Culture and Safeguarding**

**Qualification Criteria**

* Qualified to at least degree level
* Qualified to teach and work in the UK

**Experience**

* Evidence of being, or having the potential to be, an outstanding primary teacher
* Evidence of having raised attainment in a key stage
* Ability to use data to inform decision making and diagnose weaknesses that need addressing

**Knowledge**

* Demonstrable understanding of KCSIE 2022
* Demonstrable experience of having significantly raised attainment
* Experience and understanding how to improve and sustain an effective behaviour policy and/or teaching and learning in a challenging school
* Experience of having led and managed a team of people
* Experience of having worked to support the significant success of others
* Experience of having worked to support at a regional level

**Behaviours**

**Leadership**

* Effective team worker
* High expectations for accountability and consistency
* Vision aligned with Ark’s high aspirations, high expectations of self and others
* Genuine passion and a belief in the potential of every pupil
* Motivation to continually improve standards and achieve excellence
* Effective listening skills that lead to a strong understanding of others
* Commitment to the safeguarding and welfare of all pupils.

**Teaching and Learning**

* Excellent classroom teacher, or potential to be one, with the ability to reflect on lessons and continually improve their own practice
* Effective and systematic behaviour management, with clear boundaries, sanctions, praise and rewards
* Thinks strategically about classroom practice and tailoring lessons to pupils needs
* Understands and interprets complex pupil data to drive lesson planning and pupil attainment
* Good communication, planning and organisational skills
* Demonstrates resilience, motivation and commitment to driving up standards of achievement
* Acts as a role model to staff and pupils
* Commitment to regular and on-going professional development and training to establish outstanding classroom practice.

**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 Disclosure & Barring Service check.