**Job Description: Primary Assistant Principal for Culture and Safeguarding**

**Reports to:** Primary Headteacher

**Start date**: April 2023

**Contract**: Permanent

**Salary:** L7-L11 Ark Leadership scale £55,801- £61,197

**Closing date:** Friday 9th December 2022

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

Ark John Keats is looking to appoint a Primary Assistant 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 a senior leader to hold the post of designated safeguarding lead and to take strategic leadership within the behaviour, safeguarding and the cultural and enrichment 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 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 know that a knowledge-based curriculum is the most efficient and effective way to enable our children to be knowledgeable, articulate, curious, and able to access the next stage of their development. 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 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.

We are looking for someone who aligns with our approach to curriculum and teaching. The successful candidate will work closely with other teachers and leaders in the AJK English team, as well as across the Ark network to develop a truly all-through curriculum.

**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 North East London accessible within 30 minutes. There is free on site parking for staff.

To apply please submit your application by Friday 9th December**.** For an informal, confidential discussion with the principal, please contact the Primary Office Manager, Maria Thornton, to organise via [m.thornton@arkjohnkeatsacademy.org](mailto:m.thornton@arkjohnkeatsacademy.org)

**The Role**

* Lead on the strategic direction and development of behaviour, attendance, safeguarding and culture.
* Hold the DSL role
* Line manages staff, including target setting, coaching, and monitoring, ensuring that policies and procedures are adhered to
* Embedding of the Ark John Keats ethos and culture in the department and, as a member of the leadership team, across the academy
* Oversee the school enrichment offer

**Key responsibilities for the Senior Teacher**

**Behaviour and Discipline**

* Ensure highly consistent practice in key strategies and routines in all classrooms
* Plan and evaluate provision for pupils with persistent poor self-discipline
* Resolve serious incidents effectively with the support of senior leadership
* Work with staff to ensure the school is calm and purposeful
* Have a methodical and strategic understanding of the tracking, monitoring and reporting of behaviour data
* Can build and nurture productive working relationships with all external agencies relating to behaviour
* Ensure that all staff are trained, as appropriate to their role, on behaviour matters including in the use of the school behaviour policy.
* Offer advice and guidance to all colleagues on behaviour and culture matters.
* Utilise the academy’s data systems (Bromcom) and regularly analyse the data to identify trends, monitor staff disclosures, and to note patterns that may identify intervention.
* Provide support to teams to assess, review and plan appropriate support systems for students and staff involved in behaviour incidents

**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.

**Parents**

* Ensure that parents are fully conversant with behaviour policy and our approach to discipline
* Be the first point of call for senior leadership when it comes to parent communication
* Support staff with parent meetings where required
* Work with families that are harder to reach to ensure their child is well supported to develop their disciplineAttendance and Punctuality
* Follow up on attendance issues, ensuring attendance is high at 97% across the school
* Implement the whole school attendance policy and work with the EWO to meet school attendance targets

**Break and lunchtime systems**

* Maintain calm and purposeful breaktimes and lunchtimes
* Oversee internal and external routines for break and lunchtimes
* Line manage the lunchtime leader and play leader
* Oversee school duties and ensure they are carried out consistently to a highly effective standard so that morning break, lunchtimes and before/ afterschool are calm, orderly, and purposeful

**Enrichment**

* Ensure the development of after school clubs and curriculum enrichment
* Manage external club relationships

**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
* Support to complete an NPQ

**Job Description: Senior Teacher for Behaviour**

**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

**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