**Ark John Keats Academy: Vice Principal**

**Reporting to:** Secondary Headteacher

**Contract:** Permanent

**Start Date:** September 2022

**Salary:** Ark Leadership Scale (Outer London) L20-L25 £71,758 - £80,662 depending on experience

**Closing Date:** 9am Monday 16th May (*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.)*

**Location**: Enfield – easily accessible from central, north and east London, as well as surrounding areas

**The Role**

We are looking to recruit an exceptional leader to join our team at Ark John Keats. You would be joining a highly ambitious team of leaders and teachers at a pivotal point in the school’s journey; we are building on the foundations laid by the founding leadership team as we continue to expand the school.

As Vice Principal your exact role and specific responsibilities, will be agreed annually and will change, to allow you the opportunity to gain experience in all aspects of academy’s leadership in preparation for Headship. You will have the opportunity to lead on such areas as curriculum development, systems and procedures, timetabling, monitoring standards and teacher effectiveness, tracking and analysis of results/data, behaviour management, external relations and community links, staff development, training and induction. 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. We would be interested in hearing from leaders with a range of areas of expertise to join our team.

The ideal candidate will have a proven track record of impact at a senior level in schools, demonstrating the ability to develop systems, processes, and people to achieve the school’s priorities. You will have an ability to think strategically and work proactively to drive the AJK towards meeting its ambitious vision for our students and community. You will be dedicated to addressing educational inequalities and believe in the limitless potential of all children.

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 1700 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:** we have high expectations of ourselves and for what our children can achieve

**Excellent teaching:** great teaching is what transforms children’s attainment and opens door for the future.

**Exemplary behaviour:** children can and should be taught to behave well, following instructions first time, every time, without question.

**Depth for breadth:** with a curriculum that encompasses the best of what has been thought and said ensuring our pupils have the knowledge and cultural capital to thrive in the classroom and beyond.

**Knowing every child:** we get to know and care deeply about each of our pupils as individuals.

**Always learning** we expect pupils to always learn, but also for our staff to continually develop their professional expertise, supported by Ark’s broad professional development offer.

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.

You can find out more about our school here: <https://arkjohnkeats.org/>

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.

In advance of applying please do explore our website and see our relevant phase briefings. If you would like to discuss the role and the school in more detail, our Secondary Headteacher, Katie Marshall would be pleased to arrange a visit or a phone call.

For further information, technical queries regarding the application system or to arrange to discuss the role please contact us at recruitment@arkjohnkeatsacademy.org.

*We value diversity and are committed to safeguarding and promoting child welfare. The successful candidate will be subject to DBS and any other relevant employment checks.*

**Key Responsibilities**

* Support colleagues, including all other members of the leadership team, in their work for the development and improvement of the academy, in order to achieve high standards of behaviour and attainment
* Support and contribute to the development and implementation of the academy’s vision and strategy
* Take responsibility for day to day management of the school alongside the Principal and SLT, and in the Principal’s absence, take full responsibility for the school
* In partnership with the principal and rest of the leadership team, ensure the safeguarding of all pupils, and that the safety and wellbeing of pupils and staff is promoted and maintained at all times

**Leadership and Management**

* Share responsibility for the management of the Academy and to contribute to the consultative and decision-making processes
* Support whole school aims, objectives and policy decisions, contribute to their establishment and initiation and sustain their implementation and review
* Actively promote the academy and liaise with outside agencies as necessary, representing the Principal, the academy or Ark as appropriate
* Provide information, advice and perspective to the governing body and to any legitimate external enquiry/evaluation
* Support the Principal in the responsibility for the implementation of performance appraisal for all staff, including line management of particular staff

**School ethos and culture**

* Support the Principal in fostering a strong sense of academy community and ethos among both staff and students
* Promote consistent implementation of behaviour policy and system of rewards and sanctions, characterised by orderly behaviour, caring and respectful relationships, and no shouting
* Act as a positive role model to staff and students
* Be active in issues of staff and student welfare and support and demonstrate a commitment to Equality of Opportunity for all members of Academy staff

**Teaching and learning**

* Support the training and development of teaching staff so as to improve the quality of teaching and raise the level of challenge in lessons
* Use regular assessments to monitor progress and set targets, and respond accordingly to the results of such monitoring
* Support the Principal in leading whole school planning and assessment through accurate record keeping and sophisticated data analysis
* Ensure that all pupils achieve at chronological age level or, if well below level, make significant and continuing progress towards achieving at level
* Maintain a teaching timetable and teach each outstanding lessons that motivate, inspire and improve student attainment
* Maintain regular and productive communication with parents, to report on progress, sanctions and rewards and all other communications

**Other**

* Actively promote the safety and welfare of our children and young people
* Ensure compliance with Ark’s data protection rules and procedures
* Liaise with colleagues and external contacts at all levels of seniority with confidence, tact and diplomacy
* Work with Ark Central and other academies in the Ark network, to establish good practice throughout the network, offering support where required

This job description is not an exhaustive list and you will be expected to carry out any other reasonable tasks as directed by your line manager.

Flexible and part time working will be considered.

**Person Specification: Vice Principal**

**Qualification Criteria**

* Qualified to teach and work in the UK
* Degree in your specialist teaching subject or related subject

**Knowledge, Skills and Experience**

* Demonstrable commitment to raising attainment of all pupils
* Experience of having led, or significantly contributed to, the success of a school through its leadership, ethos, teaching and learning and results
* Experience and understanding how to improve and sustain an effective behaviour policy
* Experience at Assistant Head or Deputy Head level (or equivalent)
* Experience leading a team and/or working to support the significant success of others, including professional development and effective management of underperformance
* Ability to use data to inform decision making and diagnose weaknesses that need addressing

**Behaviours**

* Genuine passion for and a belief in the potential of every student
* A robust awareness of keeping children safe, noticing safeguarding and welfare concerns, and you understand how and when to take appropriate action
* Deep commitment to Ark’s mission of providing an excellent education to every student, regardless of background
* Excellent interpersonal, planning and organisational skills
* Resilient, motivated and committed to achieving excellence
* Reflective and proactive in seeking feedback to constantly improve practice
* Commitment to regular and on-going professional development and training to establish outstanding classroom practice.
* Commitment to and understanding of professionalism in line with the National Teaching Standards

**Other**

* Right to work in the UK
* Commitment to equality of opportunity and the safeguarding and welfare of all students
* Willingness to undertake training
* This post is subject to an enhanced DBS check

*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*](http://arkonline.org/sites/default/files/Ark_safe_recruitment.pdf)*, but can be provided in more detail if requested. All successful candidates will be subject to an enhanced Disclosure and Barring Service check*.