

Thank you for taking the time to find out more about Ark St. Alban's Academy in Birmingham and the possibility of teaching and leading here. Included in this information pack is information about the academy and the role of Vice Principal.

In September 2009, Ark St. Alban's Academy became the first school in Birmingham to open under the sponsorship of Ark, an educational charity set up to break the cycle of underachievement in some of the UK's most challenging urban areas. Since opening, the school has developed strongly and achieved rapid success. In 2011, we were rated 'Outstanding' by Ofsted. In 2018 performance data shows that our school's Progress 8 score stands at 0.6 placing the school in the top 10% of schools nationally.

In 2013 the school opened its sixth form provision enabling us to deliver our aim to transform the lives of our students by preparing them for university or the career of their choice, irrespective of their starting points. In 2018 sixth form students achieved 100% A level and BTEC pass rate – among the best in the city. 96% of our students progressed to university, with a third of them securing places at Russell group institutions.

We believe that all children can - and will - achieve, we do everything we can to make sure that they reach their goal. We act with integrity and discipline to challenge all members of our learning community to make the most of their God given talents, maximising their contribution to society and making the world a better place for us all.

We have much to be proud of and celebrate. But there is so much more to do and we refuse to stand still.

We are now recruiting an enthusiastic and talented teacher and leader, to join our senior leadership team and initially lead our sixth form through the next stage of its growth and development. This is an exciting opportunity to help lead a pioneering and high performing school through the fresh and exciting challenges that face us.

We want to hear from leaders who are driven by our unwavering commitment to deliver the best education for all young people. You'll be clearly aligned with Ark's ethos of growth mind set and you'll have the highest aspirations and expectations of yourself and others and will be open and eager to learn. You'll bring an infectious passion about teaching and its impact on learning and will do whatever it takes to ensure that learning stretches, inspires and challenges every pupil to fulfil their true potential.

As Vice Principal you will receive unrivalled professional development – you will receive training at an outstanding school, alongside extraordinary leaders, with additional opportunities to learn from others across Ark's Birmingham schools. You'll also have the continuous support of one of the highest performing academy operators in the country – who will challenge you to develop your leadership capacity through personalised career support.



Ark St Alban's Academy

Job Description: Vice Principal

Reports to: Principal
Start date: Easter 2019
Salary: L22 - 26

The Role

The exact role and specific responsibilities of each Vice Principal will be agreed annually and will change regularly, to afford each member of the Senior Leadership Team the opportunity to gain experience in all aspects of school leadership.

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The Vice Principal leads on such areas as curriculum development, staffing, timetabling, tracking and analysis of assessment data, behaviour management, external relations and community links, staff development, training and induction. As members of the senior leadership team, the Vice Principal will also be centrally involved in the overall leadership and management of the academy, helping to establish a school culture that is both nurturing and rigorous in order to achieve excellence.

Key Responsibilities

- To support the improvement of the academy through providing strategic leadership of key aspects of whole academy provision as directed by the Principal
- To provide effective leadership, standards and strategic direction for the sixth form, its staff and students.
- To support colleagues, including all other members of the Leadership Team, in their work for the development and improvement of the academy
- To support and contribute to the process of planning, implementing, evaluating and reviewing whole academy improvement
- Alongside the Principal, to ensure the safeguarding of all pupils, and that the safety and wellbeing of pupils and staff is promoted and maintained at all times.

Outcomes and Activities

Leadership and Management

- To share responsibility for the management of the academy and to contribute to the consultative and decision-making processes including the formulation of aims and objectives
- To fully support whole school policy decisions, contribute to their establishment and initiation and sustain their implementation and review
- To actively promote the academy and liaise with outside agencies as necessary, representing the Principal, the academy or Ark as appropriate
- To contribute to discussions and decisions at Senior Leadership Team meetings
- To offer information, advice and perspective to the governing body and to any legitimate external enquiry/evaluation
- To line manage other school leaders and subject areas
- To communicate and consult with staff, students, parents and members of the local community as necessary



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- To manage staff and resources, ensuring that policies and procedures are adhered to
- In the absence of the Principal, to step-up and undertake the professional duties of the Principal as reasonably delegated.

School Ethos and Culture

- To maintain a presence around the school to ensure that the highest standards of behaviour and site-usage are upheld, to contribute to overview and review of student behaviour and to participate in the regular whole-school supervisory duties fulfilled on a scheduled basis by the Leadership Team
- To be active in issues of staff and student welfare and support
- To demonstrate a commitment to Equality of Opportunity for all members of the academy's community.

Teaching and Learning

- To support the strategic development and delivery of the post 16 curriculum and learning offer which meets the needs and aspirations of all students.
- Maintain a thorough knowledge of curriculum developments at national level and advise and implement changes as required in the best interest of students.
- To identify strategies for raising the attainment of students and to work towards these identified and agreed goals
- 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
- Ensure that all pupils achieve at chronological age level or, if well below level, make significant and continuing progress towards achieving at level
- To model outstanding practice in terms of classroom teaching, preparation, marking and assessment.

Other

- Undertake, and when required, deliver or be part of the appraisal system and relevant training and professional development
- To undertake any other responsibilities as directed by the Principal.



Person Specification: Vice Principal

Qualification criteria

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

Experience

- Experience at Assistant Head or Deputy Head level (or equivalent)
- Experience of having worked successfully in at least one school in an urban, multi-cultural setting, teaching students from backgrounds of socio-economic disadvantage
- Experience of having led, or significantly contributed to, the success of a school through its leadership, ethos, teaching and learning and results
- Experience of having improved and sustained an effective behaviour management policy.

Leadership

- Able to work in close harmony with the Principal
- Able to keep up to date with national developments and sixth form pedagogy
- Effective management style that encourages participation, innovation and confidence
- Ability to lead, coach and motivate staff within a performance management 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 academy through day-to-day challenges while maintaining a clear strategic vision and direction
- Genuine passion and a belief in the potential of every student
- Commitment to the safeguarding and welfare of all students.

Vision and strategy

- Vision aligned with Ark's high aspirations and high expectations of self and others
- Understands how to set high aspirations and effective strategies for the small school within the overall Academy. Including; delivery and prioritisation of small school leadership management that faces all aspects of curriculum, learning, administration, finance and communication
- Clear understanding of the strategies to establish consistently high standards of behaviour in an inner-city school and commitment to relentlessly instilling these strategies. Strong organisational skills and ability to delegate
- Use of data to inform and diagnose weaknesses that need addressing.

Leading learning

- Understands what outstanding teaching practice looks like, how to diagnose and implement effective strategies to raise learning standards.



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Leading External Relationships

- Can skilfully manage and maintain effective working relationships with parents and other stakeholders.
- Support the recruitment of students for post 16 study
- Develop effective partnerships and liaison with key stakeholders.
- Develop effective induction and support programmes for external students who are new to the school.

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 DBS criminal record check.