



Job Description: Assistant Principal for Key Stage 4

Reports to: Vice Principal
Start date: 01 September 2021
Location: Ark Globe Academy
Contract: Permanent
Salary: Ark Leadership Pay Scale: L11-L15

The Role:

The Assistant Principal for Key Stage 4 will ensure excellent provision for our Sixth Form students to truly prepare our students to be successful 6th Form and beyond. Working closely with the rest of the Strategic Leadership Team, this role will be accountable for standards and achievement of students in key stage 4. This will involve the line management of the key stage 4 pastoral team, including necessary support and monitoring. In addition, ensuring high standards of teaching and learning to continue the drive to raise standards of attainment and so that all students make excellent progress.

As a member of the Academy's Strategic Leadership Team, the successful candidate will contribute towards the Academy Improvement Plan of the whole academy. The successful candidate will be expected to take on a whole academy responsibility based on their experience, skills and interests.

Key Responsibilities:

- Demonstrate outstanding leadership qualities and articulate clear values and moral purpose
- Standards and achievement for all areas within their areas of responsibility
- Pastoral coordination across key stage 4
- Model excellence in the classroom, leading the development of colleagues at all levels
- Monitor and evaluate data and identify priorities for continuous improvement
- Train, coach and support identified teachers and leaders
- Communicate effectively and build strong relationships with the whole academy community
- Evidence successful leadership experience as a middle or senior leader
- Deputies for other leaders including the Associate Principal or Vice Principal when required
- Coordination of vision and strategy in the key stage 4 and Academy
- Work closely with Faculty Assistant Principals in planning rigorous intervention and support that will ensure all students make excellent progress
- Work alongside the associate principal and vice principals, to ensure the safeguarding of all pupils, and that the safety and wellbeing of pupils and staff is promoted and maintained at all times
- Embed high quality care, guidance and support processes for their key stage.

Along with other senior staff, take responsibility for:

- Safeguarding
- Student culture, behavior and leadership
- Enrichment Curriculum
- Teacher development
- Staff CPD

Key tasks

- To lead or contribute to leading the strategic direction of key stage 4 and Academy, or a through leading CPD, facilitating coaching and mentoring other identified teachers who need additional support
- To lead or contribute to leading the strategic direction of pupil culture and behaviour as well as their safety and personal development through observation and feedback, fostering



excellent relationships with parents and external agencies and ensuring compliance with academy systems

- To teach and model outstanding practice in terms of classroom teaching, culture building, preparation, marking and assessment
- To line manage, mentor and/or coach allocated middle leaders and/or teachers to ensure they are being led and managed in the best possible way
- Together with the other leaders, provide overall leadership of the curriculum offer, to ensure that it provides our students with a transformational and rigorous curriculum which prepares our them for success at university and beyond
- Together with the other leaders, ensure all consequences, positive and negative (including all detentions, homework catch ups, in class isolation, internal exclusion and exclusion), are followed and executed in line with school policy, and where there are breaches of policy to take action to prevent reoccurrence, including holding staff to account
- To maintain positive relationships with all students
- To be a professional role model for all students and staff in demeanour, appearance and attitude
- To monitor standards in their area of responsibility, evaluate and contribute to wider self-evaluation of the school
- To represent Ark Globe Academy effectively to external stakeholders

Other specific responsibilities

- Lead line management meetings and circulate minutes promptly
- Attend and contribute to SLT meetings
- Supervise key parts of the school day as required (e.g. arrival or departure from school)
- Plan the provision and support for new staff
- To observe teaching, monitoring teachers' knowledge of data, setting of homework, marking and challenge to students' performance

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 Executive Principal and ALT members
- Commitment to equality of opportunity and the safeguarding and welfare of all pupils
- Willingness to undertake training

Role review

This job description sets out the main duties of the post at the time of drafting. It cannot be read as an exhaustive list. These responsibilities will be discussed annually as part of the post holder's annual performance review and are subject to change. However, it may be altered at any time subject to need in consultation with the post holder subject to the Executive Principal's approval.



Person Specification: Assistant Principal for Key Stage 4

Qualification Criteria

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

Experience

- Evidence of being an outstanding teacher
- Experience of implementing behaviour management strategies consistently and effectively
- Experience of leading successful enrichment and extracurricular activities which inspire and motivate learners

Knowledge

- Up to date knowledge in their curriculum area and pastoral provision
- An understanding of what an outstanding education looks like in the classroom
- An understanding of the strategies needed to establish consistently high expectations

Behaviours and attitude

- Model professionalism and high expectations at all times
- Contribute to the coordination of vision and strategy for the academy
- Demonstrates resilience, motivation and commitment to driving up standards of achievement
- Evidence of the skills and competencies to develop effective relationships with parents, the community and other stakeholders

Leadership and Management

- Contributed to and deliver the vision for the school so that it is owned by all staff, students and parents
- Effective leadership of pastoral care and student well-being to achieve improved outcomes for students
- Initiated and lead on projects and programmes that have ensured challenging objectives have been met
- Experience of line managing staff to ensure high levels of consistency and leadership
- Genuine passion and a belief in the potential of every student
- Motivation to continually improve standards and achieve excellence
- Commitment to the safeguarding and welfare of all students

Teaching and Learning

- Consistently teaches excellent lessons that motivate, inspire and improve student attainment
- Use regular assessments to monitor progress and set targets, and respond accordingly to the results of such monitoring and apply this process to your line management
- Ensured that all students, irrespective of their starting point, made exceptional academic progress

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. All successful candidates will be subject to an enhanced Disclosure and Barring Service check.