



**Ark Acton  
Academy**

**Appointment to the post of  
Assistant Principal - Head of 6<sup>th</sup> Form.**

**Information for Applicants**

**March 2021**

Dear Applicant,

Thank you for taking the time to find out more about Ark Acton Academy. This pack is intended to give you information about the role of Head of 6<sup>th</sup> Form, together with details of the Academy's vision and ethos and our aspirations.

Ark Acton Academy is on an incredible improvement journey and we are sowing the seeds of greatness for our local community. However, there is still much to do and we are looking for someone with a deep passion for curriculum thinking and teacher development who can help drive us forwards. You will share our firm belief in the importance of disciplinary curriculum thinking and you will want to join a school that invests in its staff.

At Ark Acton we have stripped away anything we feel gets in the way of being a great teacher so that we can focus on the main thing. This includes:

- Feedback policies that sit at department level
- No graded lesson observations
- No report writing
- No parent's evenings
- Only 2 data points a year
- No ½ termly data metrics to track progress
- Protected Department meeting time built into the timetable.
- Weekly co-planning time built into teacher loadings to provide dedicated time to discuss and improve curriculum thinking and teacher effectiveness.

We are heavily committed to staff welfare and development and this includes:

- weekly staff training
- Coaching for every teacher
- Access to the best professional development from Ark and Ambition Institute
- free use of our leisure centre
- access to the school counsellor

We are extremely proud of our growing 6<sup>th</sup> form. We have an ALPS score of 1 and a VA of +1. We have sustained this excellent progress for several years now. 95% of our students secure their first choice University and 1/3<sup>rd</sup> of students secure a Russell Group/ top third university place. We are now looking for someone with the drive and ambition to take us to the next level.

I look forward to receiving your application and welcoming you to our Academy.

Yours sincerely,



Oli Knight  
Principal

# Job Description – AP - Head of 6<sup>th</sup> Form

**Job Title:** Assistant Principal - Head of 6<sup>th</sup> Form

**Reports to:** Principal

**Responsible for:** Managing the daily operation of the 6<sup>th</sup> form, the academic progress and pastoral welfare of the 6<sup>th</sup> form students. As a member of the SLT, the Head of 6<sup>th</sup> Form will contribute to the overall leadership and management of the School and be active in promoting its aims, ethos and vision.

**Salary:** Leadership scale (Inner London)

**Disclosure level:** Enhanced

**Roles included:** Head of 6<sup>th</sup> form, classroom teacher.

## Job purpose:

To take a lead role in building Ark Acton Academy into a truly great school by maintaining daily oversight of the 6<sup>th</sup> Form and ensuring that student outcomes and student pastoral care meet the high expectations that Ark Acton Academy has for its students and its staff. To promote the 6<sup>th</sup> form internally & externally to ensure the 6<sup>th</sup> form is full and that 6<sup>th</sup> form students play an active role in the wider life of the school.

## Oversight:

- KS5 strategy
- KS5 culture
- KS5 attendance
- Progression & pathways
- Y12 student recruitment
- Engagement with Ark Post-16 programmes

### KS5 strategy

- Uphold the DNA of Ark Acton Academy within Sixth Form and ensure that sixth form standards are a model for the rest of the school
- Create a strong ethos amongst staff and students that promotes aspiration and hard work
- Ensure the sixth form is integrated as part of an all through school and supports our core values
- Implement clear and appropriate behaviour systems
- Ensure communication with parents is well established and parents are regularly communicated with and encouraged to take an active part in their child's sixth form progress
- Promote student development to independent learning, the appropriate use of study time and study habits
- Celebrate student successes
- Lead on curriculum oversight post 16 ensuring all line managers are giving due focus to post 16 at department level
- Overview of post 16 calendar with Principal.

### KS5 culture

- Uphold the DNA of Ark Acton Academy within Sixth Form and ensure that sixth form standards are a model for the rest of the school
- Create a strong ethos amongst staff and students that promotes aspiration and hard work
- Ensure the sixth form is integrated as part of the school and supports our core values
- Implement the academy behavior system
- Ensure communication with parents is well established and parents are regularly communicated with and encouraged to take an active part in their child's sixth form progress
- Promote student development to independent learning, the appropriate use of study time and study habits
- Celebrate student successes

## **KS5 attendance**

- Oversee the work of the HoYs on attendance and ensure systems are followed by staff
- Ensure all students at alternative provision/respice tracked by HoY and re-integration meetings are planned and delivered.

## **Promotion of AAA Sixth Form enrolment**

- With AP KS3 + 4 ensure the sixth form is represented throughout the key stages
- Implement the strategy for promotion of post 16 with Ark Acton Academy student and with potential external recruits
- Organise 6<sup>th</sup> form open evenings/ morning/taster days etc.
- Oversee sixth form applications and interviews and processes.
- Support ongoing contact with applicants
- Ensure enrolment procedures into Sixth Form are clear, consistent and in line with entry criteria and courses are viable
- With senior tutor, develop and extend external links with potential recruits.

## **Progression**

- Work closely with progression team to ensure a coherent two-year approach to progressions through tutor programme/PSHE and assemblies
- Promote all appropriate pathways equally. Support student to select the most appropriate pathway for them
- Promote the extended curriculum through off spec learning both with the sixth form and beyond

## **Curriculum delivery and assessment**

- With senior tutors, line managers ensure teaching and learning post 16 is rigorous and support the key mission of the academy
- Ensure all subjects have a detailed curriculum overview that enables course completion within a linear model and aligns with key assessment points
- Work with VP assessment and data team to analyse progress and attainment and early identification of students who are underachieving
- With senior tutors ensure appropriate interventions are undertaken
- Post assessment/mocks analyse key issues, departments, students
- Work with APs to ensure all LMs of departments also incorporate post 16 analysis in their LM meetings
- Analyse key headlines for Principal, LGB after key assessments e.g. EOY 12 and mocks
- Scrutinise the validity of data in relation to predictions and identify mismatching
- Requests for course changes are dealt with swiftly and before half term

**No job description can be fully comprehensive, and from time to time the successful candidate may have to undertake other professional duties as directed by the Principal.**

## **Person Specification: Head of 6<sup>th</sup> Form**

### **Qualification Criteria**

- Qualified to teach and work in the UK
- Strong degree in the subject being taught
- Evidence of further professional development and training with regard to pedagogy and curriculum design.

### **Knowledge, skills and Experience**

- Demonstrable commitment to raising attainment of all pupils in a challenging classroom environment and a proven track record of securing the very highest outcomes for students in their subject taught.
- Excellent understanding of both subject and general teaching pedagogy
- Mastery of and enthusiasm for their subject
- Effective and systematic behaviour management
- Knowledge of the national secondary education system, examinations and curriculum
- Experience of line management and performance improvement.

### **Personal Characteristics**

- Genuine passion for and a belief in the potential of every student
- 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**

- 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 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, but can be provided in more detail if requested. All successful candidates will be subject to an enhanced Disclosure and Barring Service check.*