**Ark John Keats Academy**

**Secondary Vice Principal: Curriculum & Teaching**

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

**Salary:** Ark L21-25 (Outer London) £77,123-£84,696, depending on experience.

**Working pattern:** Full-time (Flexible/Part-time working will be considered)

**Contract:** Permanent

**Start date:** September 2023

**Closing date:** Monday 17th April at 9am.

*We will be reviewing applications on an on-going basis and this advert may close earlier than advertised depending on the level of response.*

**Interviews**: Interviews will take place during the week commencing 24th April 2023

Interviews will be held on a rolling basis.

**Ark John Keats is an exceptional school looking to hire exceptional people.**

**About the role:**

We are looking to recruit an exceptional leader to join our secondary senior leadership team as Vice Principal. The successful candidate will lead on all aspects related to the quality of education, including curriculum, teaching, teacher development and the monitoring of academic standards. You will also take on responsibility for the day-to-day management of the school alongside the principal and core leadership colleagues, maintaining the highest standards in all aspects of our AJK school culture.

This is an exciting opportunity for an experienced Assistant Principal or current Vice Principal to work in a successful all through school within a high performing network. This role would suit someone has ambitions to be a principal in the future and who is eager to have impact in all aspects of school leadership.

Our vision and values drive everything that we do, so we are looking for someone who aligns with our approach to curriculum and teaching as well as our wider school ethos. The successful candidate will work closely with other teachers and leaders in the AJK team and wider Ark network to secure excellent outcomes for our children.

**You will:**

* Demonstrate outstanding leadership qualities and articulate clear values and moral purpose.
* Model excellence in teaching and leadership
* Have demonstrable impact in improving and sustaining excellent outcomes for students and staff.
* Be vision aligned with our approach to curriculum and teaching.
* Have genuine passion and a belief in the potential of every student.
* Have up-to-date knowledge in key leadership and teaching areas
* Be motivated to continually improve standards and achieve excellence

**View the full job description and person specification here.**

**About our school:**

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, find out about them [here](https://arkjohnkeats.org/vision-and-values).

If you would like to find out more about us, please visit [www.arkjohnkeatsorg](http://www.arkjohnkeatsorg).

**We offer:**

* Twice the number of training days as standard.
* Access to Ark Rewards scheme offering up to £1,000 a year in savings from over 3,000 major retailers.
* Interest-free loans of up to £5,000 available for season tickets or a bicycles.
* Gym discounts offering up to 40% off your local gym.

**How to get to us?**

**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 Northeast London accessible within 30 minutes. There is free on-site parking for staff.

**How to apply:**

Please find the role on [www.arkjohnkeats.org/vacancies](http://www.arkjohnkeats.org/vacancies) and submit an application. We will be reviewing applications on an on-going basis and this advert may close earlier than advertised depending on the level of response.

For further information or to arrange a discussion, contact us at [recruitment@arkjohnkeatsacademy.org](mailto:recruitment@arkjohnkeatsacademy.org).

*Ark is committed to safeguarding and promoting the welfare of children and young people in its academies. In order to meet this responsibility, its academies follow a rigorous selection process to discourage and screen out unsuitable applicants.*

*Ark requires all employees to undertake an enhanced DBS check. You are required, before appointment, to disclose any unspent conviction, cautions, reprimands or warnings under the Rehabilitation of Offenders Act 1974 (Exceptions) Order 1975. Non-disclosure may lead to termination of employment. However, disclosure of a criminal background will not necessarily debar you from employment - this will depend upon the nature of the offence(s) and when they occurred. To read more about Ark’s safer recruitment process, please click this* [*link*](https://arkschools.sharepoint.com/:b:/g/ArkNetCentral/hr/EcXQDSjo9UpCpgk8lDWMN0sBVG6GBUTVWVXp9c5KkW-tog?e=bfdlES)*.*

**Job Description: Secondary Vice Principal**

**Reports to:** Principal

**Start date:** September 2023  
**Salary:** Ark L21-25 (Outer London) £77,123-£84,696, depending on experience.

**The Role**

As Vice Principal, your exact role, and specific responsibilities will be agreed annually and may change to allow you the opportunity to gain experience in all aspects of academy’s leadership in preparation for Headship. You will initially be responsible for curriculum and teaching. You will also 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.

**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 behavior 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 always maintained.

**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 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 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, *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*.

* 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.

**Person Specification: Secondary Vice Principal**

**Qualification Criteria**

* Qualified to at least degree level.
* Qualified to teach and work in the UK.

**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.

*This post is covered by Part 7 of the Immigration Act (2016) and therefore the ability to speak fluent English is an essential requirement for the role.*

*Ark John Keats Academy is committed to safeguarding and promoting the welfare of children and young people in our academies.  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*.