



Ark Soane  
Academy



Vice  
Principal

## A fantastic opportunity for an ambitious Vice Principal or experienced Assistant Principal to lead the growth of an exceptional new school in Acton.

Ark Soane Academy is a new secondary school in Acton which opened in September 2021 to 180 year 7 students.

We will continue to grow by 180 students each year until reaching full capacity in 2028.

In September 2023 we will move into our new building and welcome our third cohort of students. We are seeking an outstanding Vice Principal who will continue to develop the exceptional culture and academic rigour at Soane as it grows to full capacity.

Ark Soane Academy seeks to redefine what is possible in education: by insisting on the highest standards of behaviour; by delivering an immaculately planned and highly academic curriculum exceptionally well; and by providing our students with a compelling aspiration-raising ethos we seek to transform the future of students in a highly deprived community.

Our teachers are supported to uphold the very highest standards of behaviour through centralised systems, and to teach exceptional lessons through shared planning.

### The role

We are seeking an outstanding Vice Principal who will drive forward the ambition for an exemplary 11-18 school delivering exceptional academic progress for our community.

You will have significant skills, drive and a proven track record of having had impact in a Secondary setting. You will understand the importance of working hard, creating a high performing team and implementing structures and processes to support all staff and students to be successful. You will work in partnership with a highly ambitious and collaborative Principal and leadership team and alongside a truly exceptional founding cohort of teachers.

The exact responsibilities of this role will depend on the skills of the successful candidate, and we are keen to hear from any strong leaders excited by the challenge of joining our school. You will have the opportunity to lead on critical areas such as culture, behaviour and ethos, curriculum, teaching and learning, inclusion, safeguarding and personal development.

To help you gain experience in all aspects of school leadership the exact role and specific responsibilities of the Vice Principal will be agreed annually and will change regularly.

As Vice Principal 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. You will also have the opportunity to collaborate with colleagues across the network and will feed into the development of excellent practice beyond your own school.

📍 Location:	Acton, London – a five-minute walk from Acton Town tube station
📅 Contract:	Full-time hours, permanent contract
📅 Start date:	September 2023 – but an earlier start date may be considered
💰 Salary:	£15-20 (dependent on skills and experience)
🗒 Interview:	TBC – however interviews will be conducted on a rolling basis and early applications are advised

### You will:

- Have an unwavering determination to deliver excellence for students from all starting points
- Share the Ark Soane beliefs, vision and mission and be aligned with the Ark six pillars underpinning it
- Be committed to Ark's ethos of high expectations for every student in both academic achievement and personal development
- Be committed to continually improving classroom practice and raising attainment
- Manage behaviour effectively to create a positive, calm and purposeful climate for learning
- Have the drive, skills and resilient character required to help develop a new school
- Combine subject matter expertise with a passion for teaching your subject
- Be reflective about the Academy and committed to securing its continued development
- Value and support practices driving continued progress across the network of Ark schools

For more information about our school, please visit: [www.arksoane.org](http://www.arksoane.org). To arrange a confidential conversation with the Principal about a role in the school, please contact Swannie Ki ([hr@arksoane.org](mailto:hr@arksoane.org)) or phone 020 7430 8876







# Job description

**Thank you for your interest in joining Ark Soane Academy. Our ambition is to provide an outstanding academic education for all our students to enable them to live happy and fulfilled lives and to be the drivers of their own destinies.**

## Key Responsibilities:

- Support colleagues, including all other members of the leadership team, in their work developing and improving the academy, in order to achieve the highest 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 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 and Ark as appropriate

- Provide information, advice and perspective to the governing body and to external stakeholders

- 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 the behaviour policy and system of rewards and sanctions, ensuring exemplary behaviour, buy-in and relationships





- 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.

# Person specification

## Qualification criteria

- Strong A Levels or equivalent
- Qualified to degree level and above
- 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 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 ongoing 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

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*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](#).*



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