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**All through Assistant Principal / Deputy Head of Primary**

**King Solomon Academy**

Over the last three years, King Solomon Academy has consistently been one of top ten highest performing non-selective schools in the country. We are redefining what is possible and we are seeking an exceptional teacher, ready to join our high-performing school and contribute to our schools mission. This is a unique opportunity to be part of showing what education can achieve.

King Solomon Academy aims to transform the lives of its pupils. Our mission is to provide a rigorous education that prepares our pupils for success at university and beyond, irrespective of their starting point. Our teachers and leaders do whatever it takes to make this dream a reality.

As King Solomon Academy is a small school, senior leaders provide strategic and operational leadership across many areas beyond their immediate remit, and as such the successful candidate will have a real opportunity to have a significant impact on the future of the school. As a member of the senior leadership team this role will require a leader who is 100% aligned to King Solomon Academy’s values, mission and approach. This role will provide the opportunity to be mentored and nurtured as a leader in one of the highest performing and most forward-thinking schools in the country.

For further information about the role and to apply, please go to [www.kingsolomonacademy.org/vacancies](http://www.kingsolomonacademy.org/vacancies).

The application deadline is by **11am** on **Friday 2nd December**

For an informal, confidential discussion, please contact our Recruitment Manager Krystle De Guzman on 0203 116 6345 or recruitment@arkonline.org.

**Deadline:** 11am Friday 2nd December

**Start date:** January, or April, or September 2017

**Salary:** Competitive (at Primary Deputy Head level)

*Ark is committed to safeguarding children; successful candidates will be subject to an enhanced Disclosure and Barring Service check.*

**Job Description: Assistant Principal / Deputy Head Primary**

**Reports to**: Vice-Principal

**Start date:** January 2017

**Salary:** Competitive (at Primary Deputy Head level)

**The role**

We are looking to appoint aligned and ambitious Assistant Principal / Deputy Head Teacher of Primary in order to grow the capacity for leadership in our senior team as we become one all-through academy with one leadership team for all our pupils aged 3-18. You will have the leadership skills, determination and drive to become part of the team of people seeking to redefine what is possible for pupils from disadvantaged backgrounds.

**Key responsibilities**

The precise areas of responsibility for this post will be agreed based around your skills and the needs of the school, but it is anticipated that you will be able to:

* Demonstrate outstanding leadership qualities and articulate clear values and moral purpose
* Promote high expectations in all areas of our all-through academy for pupils and staff alike
* Model excellence in the classroom, leading the development of colleagues at all levels
* Confidently 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
* Deputise for other leaders including the Academy Principal or Vice Principal when required
* Along with other senior staff, take responsibility for:
	+ Safeguarding
	+ Pupil culture and behaviour
	+ Curriculum
	+ Teacher development
	+ Staff CPD
	+ New staff induction

**Key tasks**

* To lead or contribute to leading the strategic direction of teaching and learning across the whole academy, or a designated phase, 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 monitor and evaluate our training programmes and improve all areas of responsibility over time
* 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 senior leaders, to provide overall leadership of the curriculum offer, to ensure that it provides our pupils with a transformational and rigorous curriculum which prepares our pupils for success in university and beyond.
* Together with the other senior 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 pupils
* 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 KSA effectively to external stakeholders.

**Other specific responsibilities**

* Lead line management meetings and circulate minutes promptly
* Attend and contribute to SLT meetings
* Supervise Saturday and holiday learning as required
* 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 other various responsibilities as directed by the Principal

**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 postholder’s annual performance review and are subject to change. However, it may be altered at any time subject to need in consultation with the postholder subject to the Principal’s approval.

**Person Specification: Assistant Principal / Deputy Head of Primary**

**Necessary qualification criteria**

* Qualified to degree level and above
* Qualified to teach in the UK
* Right to work in the UK

**Essential experience**

* Experience of leading, coaching and managing staff
* Experience of leading a high achieving team within a complex school environment
* Experience of raising attainment in a challenging classroom environment
* Evidence of continually improving the behaviour and culture of groups of pupils

**Skills and attributes**

We are looking for these skills and attributes or at the very least, a candidate’s clear, demonstrable capacity to develop them:

**Alignment with KSA vision**

* Relentless drive to do whatever it takes to ensure all students succeed.
* The belief that with the right environment all pupils are able to excel at university and beyond.
* The courage and conviction to make a difference.

**Communication skills**

* The ability to listen and communicate effectively.
* Empathy and the ability to understand the needs, aspirations and motivation of diverse individuals and groups.
* The ability to influence and motivate others.

**Working with others**

* Develop and communicate a shared vision.
* Model desired behaviour and values.
* Empower, support and coach others.
* Hold others to account for high standards of performance.
* Understand and resolve conflict.

**Problem solving**

* Identify, analyse and resolve problems and issues.
* Develop plans with concrete outcomes and effective solutions.
* Evaluate results and identify necessary actions.
* Make fact-based decisions.

**Resilience**

* Sustain energy, optimism and motivation in the face of pressure and setbacks.
* Stay calm in difficult situations and maintain clarity of vision.
* Be adaptable in the face of adversity.

**Results and learning orientation**

* Awareness of own strengths and limits.
* Commitment to ongoing improvement and learning.
* A passion for teaching subject.
* Focus on achieving challenging goals and results.
* Resourcefulness and flexibility in delivering outcomes.

**Leadership**

* Effective team worker and leader.
* Demonstrates resilience, motivation and commitment to driving up standards of achievement.
* Acts as a role model to staff and students.
* Vision aligned with KSA’s high aspirations, high expectations of self and others.

**Leading culture**

* Able to model the importance of effectiveness of joy in learning environments and of nurturing relationships with pupils
* High expectations for accountability and consistency.

**Leading the learning**

* Excellent classroom practitioner and coach.
* Effective and systematic behaviour management with clear boundaries, sanctions, rewards and praise.

**Other**

This post is subject to an enhanced Disclosure and Barring Services 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](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.