



Ark Victoria  
Academy

## Secondary Assistant Headteacher

### Ark Victoria Academy

This is an exciting time for you to join us on our journey! Our vibrant and diverse All Through Family School originally opened in September 2015 as Perry Beeches V and we were proud to become part of the Ark Network on 1<sup>st</sup> March 2018! We are a growing school, offering you a great opportunity to help us develop and shape the future of Ark Victoria.

We are looking to recruit a **Secondary Assistant Headteacher** with a commitment to academic excellence and helping every child succeed. In this role you will be working closely with the Senior Leadership Team in providing support to the Secondary Headteacher.

This is a great opportunity for an inspiring Assistant Headteacher who will develop their strengths by leading on curriculum development, planning, teaching and assessment practice and ensure excellent outcomes for students.

#### **The ideal candidate will:**

- show capacity to be an outstanding leader
- be a committed team player
- be an excellent role model to help everyone meet their own aspirations

#### **Our Commitment to You**

As a teacher at Ark Victoria, you will be part of Ark, an international charity and one of the UK's most successful multi-academy trusts, with a network of 35 schools in 4 locations across the country. Benefits of being part of the Ark network include:

- Twice as many training days as standard and network-wide events with Ark colleagues, held by the best minds in education
- We are committed to continued professional development and you will be given the training and support you need to ongoing development of your teaching practice.

**You will have the opportunity to:**

- help shape the strategic direction of the academy
- teach in state of the art classrooms with new facilities
- join the Ark network with its excellent professional development provision.

We are all deeply committed to the creation of the new academy and creating a vision for success. As a new school we boast brand new, purpose built facilities for all ages. Access to our Birmingham-based school is great, making the daily commute one less thing to worry about! We are easily accessible via the A45, with Small Heath train station within walking distance. **Visits to the school are highly encouraged before submitting your application!**

**If you would like to arrange a visit or discuss the role, please contact Kelly Mubarik, Headteachers' PA and HR Manager, on 0121 289 3535.**

To apply, please visit: <http://arkvictoria.org/vacancies>

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|-------------|---|
| Location:   | Birmingham  |
| Start date: | September 2018  |
| Deadline:   | <b>Friday 18<sup>th</sup> May 2018 at 12:00pm.</b> Applications will be reviewed on a rolling basis; candidates may be contacted before the closing date. |
| Interviews: | <b>Week commencing 21<sup>st</sup> May 2018</b>   |
| Salary:     | Ark Leadership Scale: L5 – L9   |

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

## Job Description: Secondary Assistant Headteacher

**Reports to:** Headteacher  
**Start date:** September 2018  
**Salary:** L5 – L9

### About the role

To work closely with the Senior Leadership Team in creating the academy's ethos for teaching and learning and driving high standards and expectations.

To lead, develop and support outstanding teaching and learning practice whereby all pupils, including those with particular learning needs, make the required progress and maximise their potential in line with the academy's expectations.

### Key responsibilities

- To support the Headteacher in setting high standards of teaching and learning across the whole academy and to monitor the impact of teaching and learning activities on the progress made by all pupils
- To support the Headteacher in setting targets, delivering assessments and monitoring progress of pupils
- To contribute to the formulation of the academy's vision, ethos, aims and objectives
- In the absence of the Headteacher, to step-up and undertake the professional duties of the Headteacher as reasonably delegated.
- To provide PPA cover for teachers within the academy, teaching engaging and effective lessons
- To help to maintain/establish discipline across the whole academy.

### Outcomes and activities

#### Teaching and Learning

- Alongside the Headteacher, develop and influence whole-school teaching and learning policy to ensure high standards and inclusive teaching
- Monitor teaching and learning activities and plan and implement effective mentoring practices to ensure the needs of all pupils are met
- Create a climate for learning within teams and support the notion that all teachers are also learners
- Enrich the curriculum with trips and visits to enhance the learning experience of all students
- Oversee and monitor the quality of IEPs and BSPs such as pastoral support plans and maintain detailed information for subsequent meetings with parents
- Collect and interpret specialist assessment data gathered on pupils and use to inform practice
- Support developments and initiatives to improve standards in English and Mathematics as well as access to the wider curriculum.
- Teach engaging and effective lessons when providing PPA cover for teachers

- Produce/contribute to oral and written assessments, reports and references relating to individual and groups of pupils
- Work with teaching staff to develop plans and processes for the classroom with measurable results and evaluate those results to make improvements in student achievement
- Ensure that all students achieve at least at chronological age level or, if well below level, make significant and continuing progress towards achieving at chronological age level
- Maintain regular and productive communication with pupils, parents and carers as required
- Implement and adhere to the academy's behaviour management policy, ensuring the health and well-being of pupils is maintained at all times
- Participate in preparing pupils for external examinations.

### **Academy Culture**

- Support the academy's values and ethos by contributing to the development and implementation of policies, practices and procedures
- Help create a strong academy community, characterised by consistent, orderly behaviour and caring, respectful relationships
- Help develop a culture and ethos that is utterly committed to achievement
- To be active in issues of student welfare and support
- Support and work in collaboration with colleagues and other professional in and beyond the school, covering lessons and providing other support as required.

### **Other**

- Undertake any other professional duties as set down in the Ark pay and conditions of service document, and as directed by the Headteacher.

# Person Specification: Secondary Assistant Headteacher

## Qualification criteria

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

## Experience

- Experience of raising attainment of all pupils in a challenging classroom environment
- Experience of reflecting on and improving teaching practice to increase student achievement
- Experience of leading teaching and learning and improving the practice of others
- Evidence of continually improving the teaching and learning through schemes of work, assessment and extra-curricular activities etc.

## Behaviours

### Leadership and Management

- Effective team member and leader
- High level of self-awareness and self-management in stressful situations
- High expectations for accountability and consistency
- Acts as a role model to staff and pupils
- Vision aligned with Ark's high aspirations, high expectations of self and others
- Genuine passion and a belief in the potential of every pupil
- Motivation to continually improve standards and achieve excellence
- Commitment to the safeguarding and welfare of all pupils.

### Teaching and Learning

- Excellent classroom practitioner
- Effective and systematic behaviour management, with clear boundaries, sanctions, praise and reward
- Has excellent communication, planning and organisational skills
- Demonstrates resilience, motivation and commitment to driving up standards of achievement
- Acts as a role model to staff and pupils
- Commitment to regular and ongoing professional development and training to establish outstanding classroom practice.

## 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 Disclosure and Barring Service check.

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