



# Ark Evelyn Grace Academy



## Assistant Principal | Ark Evelyn Grace Academy

*Inspiring a generation to achieve excellence through innovation*

**Start Date:** September 2019

**Salary:** Highly competitive

**Closing date:** Monday 11<sup>th</sup> February 2019

**Interviews:** Monday 25<sup>th</sup> February 2019

Dear Candidate,

Thank you for taking the time to find out more about this exciting role as Vice Principal at Ark Evelyn Grace Academy. We are delighted that you are considering joining our academy at such an exciting stage in our development. Ark Evelyn Grace Academy is a mixed, non-selective, 11-18 secondary school in Lambeth. The Academy opened in 2008 and moved into its award-winning building on Shakespeare Road in 2010. Evelyn Grace Academy was judged as 'good' by OFSTED in 2017. Behaviour was judged to be 'exceptionally strong'.

In September 2017, I took over as Principal, having previously co-founded an 'outstanding' ARK school in North London: Ark Academy. I am working with staff at Evelyn Grace to secure its position as the school of choice in the local community. Together we will ensure that students secure the highest possible standards so they can go on and compete for the very best positions in their chosen career.

We believe education is transformational. That is why what we do matters and why we are always seeking to improve our practice. As a leader of such a key department you will help us shape and develop our pedagogy, and thereby realise our ambitions in building an outstanding school.

At Evelyn Grace Academy we believe that all our students can achieve excellence, no matter what their background and that they all deserve the very best teachers and resources to help them secure the very best qualifications. Accordingly, the Academy offers a rigorous curriculum and a broad enrichment programme for students at all key stages.

We are seeking to appoint a dedicated and enthusiastic individual who is passionate about education as a means of transforming people's lives. The person appointed will be responsible for Culture & Ethos. Our ideal candidate will have a proven track record of outstanding teaching, securing excellent outcomes on a whole school level, creating exemplary behaviour and developing excellent practice within teaching and learning of other colleagues.

The successful applicant will be a strong team player fully aligned to the Academy's ethos of high academic expectation and aspiration for all. They will want to be part of body of teachers that work tirelessly to help our students develop the sort of qualities that will help them flourish and succeed in life.

As a member of Evelyn Grace and the ARK network, you will receive the sort of coaching, training and development opportunities that will help you become the very best that you can be.

For further information and to apply please visit our website: [evelyngraceacademy.org/vacancies](http://evelyngraceacademy.org/vacancies) and complete your application by Monday 11<sup>th</sup> February 2019.

For any queries relating to your application, please contact the recruitment team on 0203 116 6345 or [zeena.gha@evelyngraceacademy.org](mailto:zeena.gha@evelyngraceacademy.org)

I wish you all the best in your application.

Yours faithfully,



Tim Dainty  
Principal

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

## Job Description: Vice Principal

**Reports to:** Principal  
**Start date:** September 2019  
**Salary:** Highly competitive

### The Role

**We are looking for someone to lead Culture & Ethos.** Therefore, there will be or a focus on creating the culture, ethos and appropriate systems which facilitate exemplary behaviour. As a member of the senior leadership team the appointed candidate will also be responsible for the overall leadership and management of the academy in the pursuit of the highest possible standards.

### Key Responsibilities

#### Culture & Ethos

- To promote and develop exemplary behaviour across the academy
- To co-ordinate and develop whole school strategies for eradicating disruption to learning
- To support and develop the consistent behaviour management skills of all teachers in the academy

### Outcomes & Activities

#### Leadership & Management: Culture & Ethos

- With the Principal and other key staff update and develop the Culture & Ethos Policy
- Implement the Culture & Ethos Policy by working with line managers and Directors of Learning (DOLs) to ensure consistency and fairness
- Work with all teachers to develop their craft and create a climate for learning where students understand what is expected of them
- Identify with Principal and other senior staff the key issues for development of culture & ethos for the Academy Improvement Plan
- Be a key presence within the academy classrooms to support staff and the development of a positive climate for learning.
- Work with DOLs on the analysis of data for both rewards and sanctions, in support of the behaviour policy
- Support and deliver behaviour for learning training
- Ensure DOLs are taking necessary steps to follow up incidents and support where conflict resolution is needed or where an issue is not fully resolved.
- Work with key personnel to ensure the most effective use of support from therapists and other school-based provision to support vulnerable students.
- Work with parents and develop positive relationships
- With DOLs & DOLs co-ordinate and develop strategies to secure high levels of attendance and punctuality across the key stage.
- Liaise with external agencies to secure the best support for the pupils, including EWO, Social Care, CAMHs and alternative provisions.
- Support the development of Directors of Learning (DOLs), review their impact and set targets for performance management
- Work with DOLs to quality assure the effectiveness of form tutors and tutor time.

**Line Management and leadership of staff**

- As a member of the senior leadership team to undertake the effective line management of aspects of the Academy, including departments
- Lead and undertake rigorous performance management and review progress
- Help set challenging objectives in line with team and Academy goals
- Ensure professional development needs are met and disseminate strategies that support staff in their work.

**Leadership of vision and strategy delivery including**

- Secure outstanding outcomes across all phases
- Helping implement overall Ark Academy Improvement Plan and take a lead on key aspects
- Evaluate impact of areas you lead and incorporate into the school evaluation form (SEF)
- Instilling an ethos of high expectations for behaviour and achievement of all students
- Undertake other various responsibilities as directed by the Principal
- Other professional duties as set down in the ARK schools pay and conditions of service document

**Other**

- Undertake other various responsibilities as directed by the Principal and as set out in Ark Schools Pay and conditions of service document.

## Person Specification: Vice Principal

### Qualification Criteria

- Qualified to degree level and above
- Qualified to teach and work in the UK
- Evidence of further professional development

### Experience

- Experience at Deputy or Assistant Principal level (or equivalent)
- Experience of having worked successfully in at least one school or academy in an urban, multi-cultural setting, teaching students from backgrounds of socio-economic disadvantage
- Experience of having led, or significantly contributed to, the success of a school or academy through its leadership, ethos, teaching and learning and results
- Experience of having improved and sustained an effective behaviour management policy
- Experience of developing the teaching of learning of other teachers

### Behaviours

#### Teaching & Learning

- Able to work in close harmony with the Principal
- Effective management style that encourages participation, innovation and confidence
- Ability to lead, coach and motivate staff within a performance management framework, including professional development and effective management of underperformance
- Ability to develop the leadership skills of others
- Strong interpersonal, written and oral communication skills
- Takes personal responsibility for their own actions
- Resilience and motivation to lead the academy through day-to-day challenges while maintaining a clear strategic vision and direction
- Genuine passion and a belief in the potential of every student
- Commitment to the safeguarding and welfare of all pupils

#### Vision & Strategy

- Vision aligned with the academy's high aspirations and high expectations of self and others
- Understands how to set high aspirations and effective strategies for their areas of responsibility within the overall academy including delivery and prioritization of small school leadership management that faces all aspects of curriculum, learning, administration, finance and communication
- Clear understanding of the strategies to establish consistently high standards of behaviour in an inner-city academy and commitment to relentlessly instilling these strategies. Strong organizational skills and ability to delegate
- Use of data to inform and diagnose weaknesses that need addressing

#### Leading the Learning

- Understands what outstanding teaching practice looks like, how to diagnose and implement effective strategies to raise learning standards

#### Leading external relationships

- Can skillfully manage and maintain effective working relationships with parents and other stakeholders

#### 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