



Ark Evelyn Grace
Academy



Assistant Principal | Communications

Candidate Information Pack

Empowering our students to be the voice of their future



Principal's Welcome Message

Dear Future Ark Evelyn Grace Assistant Principal,

It is not very often that you get the opportunity to work in a school where what you do has the **potential to transform the lives of its children, their families, and the community**. It was an opportunity I couldn't walk away from last year when I began supporting the school during a period of instability. At the time, I was Associate Principal at Ark Globe Academy; a school and community I had been part of for 10 years and never thought I was going to leave until I came to Ark Evelyn Grace Academy.

When the opportunity came up to be Principal, I had to apply. Ark Evelyn Grace is an incredibly special community, situated in the heart of Brixton and in the middle of three large housing estates. It is a historically underserved community, and in many ways continues to be so; the community deserves so much more. **This is the promise and the potential that the school serves to realise**. We are here to provide the community with what it is entitled to (and more) so that they can, as our mission statement says, **be the voice of their future**.

We are unapologetic about the expectations and ambitions that we have for our students and now need an equally ambitious Assistant Principal to work closely alongside other members of the leadership team and the wider staff body to make our ambitions a reality.

The role of Faculty Assistant Principal is a new and exciting one. It has been **created to rapidly improve the quality of education in the school** giving you both faculty and whole school ownership on both an operational and strategic level. The Faculty Assistant Principal will be part of a new leadership team and will be line led by me, as Principal.

We have a vision for our children that will transform their lives. We are a changing school, and we are changing for the better, driven by a belief and a commitment to deliver for our children so that they **reach their potential**. We are at the start of an exciting period of change. If you share in these aims and have a commitment to serving the communities for whom a high-quality education will make the biggest difference, visit us, apply and **be part of the transformative change**.

With warm regards,

Una Sookun
Principal

Ark Evelyn Grace
Assistant Principal for Communications Faculty

A fantastic opportunity for an ambitious and dynamic Assistant Principal to join a high-potential school on a transformational improvement journey.

Reports to: Principal

Start date: September 2024 or sooner if possible.

Location: 255 Shakespeare Rd, London, SE24 0QN

Salary: L8 – L12 (dependent on skills and experience)

Contract: Full time, permanent

Closing date: 9am, Thursday 21st March 2024

Interviews: Tuesday 26th March 2024 or Wednesday 27th March 2024 (exceptional candidate may be interviewed as applications are received).

Our School:

Ark Evelyn Grace Academy is an 11-16 mixed secondary school, located at the heart of the London Borough of Lambeth. Our mission statement is to empower our students to be the voice of their future. This is based on the belief that each young person is different, difference should be embraced, and each young person has a unique contribution to make and should be given a voice. Through finding their voice, young people can lead empowered lives where they have choice, agency and influence. We are focused on the future as we want our young people to be the face of it.

Through providing a nurturing environment, a high-quality education and a wide range of experiences and opportunities, we enable all our young people to have choices over the direction of their lives. We want our young people to be heard, be seen and be their best, making significant progress in school and securing high quality destinations so that they reach their full potential.

We are part of the Ark network, a highly successful MAT with a well-regarded CPD offer for leaders and teachers at all levels. We are passionate about developing and delivering tremendous outcomes for students and invest significantly in our staff.

We work closely with Ark Globe Academy under the leadership of Executive Principal, Matt Jones OBE.

The Opportunity:

We are seeking an ambitious and forward-thinking Faculty Assistant Principal to help realise our ambitious vision and make Ark Evelyn Grace Academy a world class school. You will have significant skills, drive and a proven track record of subject leadership in English or Modern Foreign Languages that has secured strong outcomes for students.

In addition to leading the Communications Faculty, you will lead on a whole school responsibility which will depend on the skills of the successful candidate.

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 and embed 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 Ark Evelyn Grace.

What we offer:

- Salary higher than the national pay scales
- Twice as many training days as standard and network-wide events with Ark colleagues, held by the best minds in education
- Coaching for every teacher and leader
- Access to the high-quality, professional development, including nationally recognised qualifications such as NPSL
- Opportunities to collaborate with colleagues across the network

How to apply:

To apply, please submit an application via the Ark recruitment portal by 9am on **Thursday 21st March**. *If you have any questions, concerns or time constraints with this deadline please let us know.*

We welcome conversations about the role and visits to our school. If you would like to be in touch for an informal and confidential conversation and/or a visit, please contact the Personal Assistant to the Principal, Charlene Caesar, on charlene.caesar@evelyngraceacademy.org and HR on hr@evelyngraceacademy.org.

Refer to the job description for more information.

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.

Ark Schools are committed to attracting, developing and retaining a diverse workforce, with a broad range of backgrounds, experiences and perspectives. To read more about Ark's diversity and inclusion statement, please click this [link](#).

Job Description: Assistant Principal for Communications Faculty

Reports to:	Principal
Start date:	September 2024 or sooner if possible
Location:	Ark Evelyn Grace Academy, Shakespeare Road, SE24 0QN
Contract:	Full time, Permanent
Salary	Ark Leadership L8 (£65,966) - L12 (£71,851)

The Role:

The Assistant Principal for **Communications** will ensure excellent provision for KS3 & KS4 to empower our students to be the voice of their future, preparing them to have meaningful choices over the direction of their lives once they have left Ark Evelyn Grace. Working closely with the rest of the Strategic Leadership Team, this role will be accountable for standards and achievement of students within the faculty. This will involve the line management of English and MFL teachers and leaders within the Faculty, including necessary support and monitoring. In addition, ensuring high standards of teaching and learning to continue the drive to raise standards of attainment so that all students make excellent progress.

As a member of the Academy's Strategic Leadership Team, the successful candidate will contribute towards the Academy Improvement Plan of the whole academy. The successful candidate will be expected to take on a whole academy responsibility based on their experience, skills and interests. The whole academy responsibility would cover one of the following areas:

- Assessment and Feedback
- Personal Development, enrichment and extracurricular
- Digital Strategy
- Literacy and Reading
- Training and Development [ECTs]

Key Responsibilities:

- Demonstrate outstanding leadership qualities and articulate clear values and moral purpose
- Lead on standards and achievement for all areas within the faculty
- 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

Leadership of the Faculty:

- Delivering professional development to teachers within the faculty, including INSET training
- Supervising and supporting Trainee Teachers and Newly Qualified Teachers
- Developing strong business and corporate partnerships
- Developing strong relationships with parents by ensuring regular and productive communication
- Holding staff to account for the progress made by students and their attainment outcomes
- Ensuring high standards of behaviour within the faculty, in line with the Academy's policy, to ensure that learning is able to take place
- Managing departmental budget and resources effectively and efficiently.

- Ensure that all subject development plans, target setting and review within the faculty are established

Teaching and Learning

- Excellent practitioner that teaches engaging and effective lessons that motivate, inspire and improve student attainment - ensures that they model best practice
- Monitor and assess teaching and learning within the subject area
- Demonstrates resilience, motivation and commitment to driving up standards of achievement
- Acts as a role model to staff and students
- Commitment to regular and on-going professional development and training to establish outstanding classroom practice
- Participate in preparing students for external examinations

Curriculum setting and assessment

- Develop and implement high quality syllabuses and schemes of learning for all year groups within the faculty, that are inspiring for learners
- Set regular, measurable and significant assessments for the students
- Maintain accurate student data for their subject and faculty area
- Analyse student data within the faculty and use results to make teaching more effective and to implement appropriate interventions and programmes to target areas of concern

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
- Support and work in collaboration with colleagues and other professionals in and beyond the Academy, covering lessons and providing other support as required.
- Undertake and when required, deliver or be part of the appraisal system and relevant training and professional development
- Undertake other various responsibilities as directed by the Principal.

Other specific responsibilities

- Lead line management meetings and circulate minutes promptly
- Attend and contribute to SLT meetings
- Supervise key parts of the school day as required (e.g. arrival or departure from school, breaktime and lunchtimes)
- 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, and when required, deliver or be part of the appraisal system and relevant training and professional development
- To undertake any other 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 post holder's annual performance review and are subject to change. However, it may be altered at any time subject to need in consultation with the post holder subject to the Principal's approval.

Person Specification: Assistant Principal for Communications

Qualification Criteria

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

Experience

- Evidence of being an outstanding teacher
- Experience of implementing behaviour management strategies consistently and effectively
- Experience of leading successful enrichment and extracurricular activities which inspire and motivate students

Knowledge

- Up to date knowledge in their curriculum area and pastoral provision
- An understanding of what an outstanding education looks like in the classroom
- An understanding of the strategies needed to establish consistently high expectations

Behaviours and attitude

- Model professionalism and high expectations at all times
- Contribute to the coordination of vision and strategy for the academy
- Demonstrate professionalism, integrity, perseverance and ambition to drive up standards.
- Evidence of the skills and competencies to develop effective relationships with parents, the community and other stakeholders

Leadership and Management

- Contributed to and deliver the vision for the school so that it is owned by all staff, students and parents
- Lead on projects and programmes that have ensured challenging objectives have been met
- Experience of line managing staff to ensure high levels of consistency and leadership
- Genuine passion and a belief in the potential of every student
- Motivation to continually improve standards and achieve excellence
- Commitment to the safeguarding and welfare of all students

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](#), but can be provided in more detail if requested. All successful candidates will be subject to an enhanced Disclosure and Barring Service check.