



Ark Alexandra
Academy



Head of
School
Information
Pack



Dear school leader,

Ark Alexandra Academy is a popular and oversubscribed secondary school, with 6th form, in Hastings. We have grown from 10 to 12 form entry this year and operate across a split site which brings with it unique opportunities for growth & development.

Due to the school's expansion and working across two campuses, we are recruiting two Heads of School in order to support the Principal in the day-to-day management and leadership of each campus – one for the Helenswood campus (with Years 7 & 8) and one for the William Parker campus (Years 9–13).

As Head of School, you will lead on all aspects of school management, including line managing Assistant Principals & Middle Leaders. You will report directly to the Principal and support them in their vision for school improvement. This role would suit an experienced secondary Vice Principal, who would view this opportunity as a step towards their ambition for headship. For the Helenswood campus (KS3) this role may also suit a Headteacher or Deputy Headteacher in a primary school who has a keen interest in transition, KS3, and secondary education.

Ark Alexandra Academy works closely with its feeder Ark primary schools, Ark Blacklands Primary Academy, Ark Castledown Primary Academy and Ark Little Ridge Primary Academy. All three are highly successful schools where Leadership & Management has been judged to be outstanding.

In Alexandra's most recent Ofsted inspection in September 2021, Leadership & Management, Behaviour & Attitudes, Personal Development and Sixth Form were all judged to be Good. We are confident and excited about the school's future and are looking for two exceptional leaders to join us on this journey.

I joined Ark, one of the largest and most successful multi-academy trusts in the country, in 2014, first as a Principal and later as Executive Principal before becoming Regional Director for Hastings. We are renowned for our approach to staff development, with high quality training provided at every level for both teaching and non-teaching staff. I am immensely proud of our Hastings schools, all of which are judged to have either good or outstanding leadership. I enjoy working with our Principals as a close team across all our Hastings schools and I warmly encourage you to consider joining this school and community.

Please contact me at lorraine.clarke@arkonline.org for a confidential conversation or you can speak with our Senior Recruitment Advisor, at shevonnae.sokoya@arkonline.org. We look forward to hearing from you.

Lorraine Clarke OBE
Regional Director, Ark

The role








Ark Alexandra Academy seeks to appoint two Heads of School to help lead the school to further success in its next stage of improvement and growth. You will be a skilled, rigorous and committed leader who is ambitious for the school. You will remain resilient through challenges to bring about sustainable improvement. You will have the highest expectations for all students, share the belief that an excellent education and strong community are central to transforming lives and ensure that every student is given the opportunity and conditions to succeed. You will be able to collaborate and influence other leaders across the school whilst being an integral part on the Leadership & Management team, working in the school daily.

Ideal candidates will:

- Be fully aligned to the Ark Pillars and Values
- Have a clear understanding of what makes a great school
- Possess the technical and behavioural traits to lead a highly effective school
- Have experience of facilitating rapid and sustainable improvement within a school, phase or department
- Be able to demonstrate impact in key areas of provision in current or previous roles
- Be a great teacher themselves
- We are looking for a leader who really knows what great learning looks like in the classroom and how to achieve it
- Be able to secure a strong culture within the academy, with the students and their families
- Be network-minded, collaborative and able to contribute meaningfully to our strategic development at regional and network level

This is an exciting opportunity to help lead a large school entering the next phase of its development. The successful candidate will have the full support of Ark, including the Principal & Regional Director, to ensure that Ark Alexandra Academy makes a lasting contribution to its community, supporting local children to fulfil their ambitions.

To apply, please [click here](#).

-  **Reports to:** Principal
-  **Start date:** September 2023, or sooner if possible
-  **Location:** Hastings
-  **Salary:** Ark Leadership Scale (Outside London): Points 26–30 (£83,137 – £91,699), including potential relocation bonus
-  **Contract:** Permanent, full-time
-  **Closing date:** Monday 13 March, 9am
-  **Interviews:** To be arranged as suitable

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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At Ark Alexandra we support each student to achieve the highest academic results, develop essential personal qualities, become highly employable and serve their communities well.

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Job description

The Head of School, under the direction of the Principal, will be responsible for providing the leadership and management of the Helenswood or William Parker campus in line with the vision of the trust and manage the day-to-day running of the school. Your role and specific responsibilities will be reviewed annually, to allow you the opportunity to gain experience in all aspects of academy's leadership in preparation for Headship.

Duties and responsibilities

- Leadership and management of the school
- Manage senior and middle leaders, developing a professional culture amongst all staff at the school
- Support and challenge staff, dealing with underperformance effectively while making sure staff are given the support to do their jobs well
- Implement the trust's appraisal policy and other management processes and systems
- Support the implementation of trust-wide policies and school-level policies
- Undertake self-evaluation and school improvement planning alongside the trust-wide strategy to improve areas of weakness in the school
- Support the recruitment of teaching and non-teaching staff where necessary
- Provide training and continuing professional development (CPD) opportunities for all school staff
- Identify areas of progression and promotion for staff that support succession planning for the school
- Develop strong community relationships with parents and other engaged stakeholders

Teaching and learning

- Work with staff to promote high quality teaching across all subjects
- Identify any areas of weakness in teaching and implement, monitor and review interventions to improve these areas as well as teaching and learning across the school
- Make sure the school's assessment system is fit for purpose and provides teachers with useful information about pupils

- Identify areas where staff may benefit from sharing good practice or accessing support from other schools in the trust
- Monitor the outcomes of pupils and draw out any patterns of underperformance in key groups of pupils, such as disadvantaged pupils or pupils with special educational needs
- Make sure standards of behaviour are high to foster an environment in which learning can thrive

Communication

- Work with the Principal to keep them informed of the educational performance of the school, giving them what they need to provide support and challenge
- Help to build on the vision of the trust and share with colleagues across the trust how this is being demonstrated in the school
- Attend any relevant local governing body and/or trustee meetings
- Contribute to reports to the LGB or LA as necessary

Managing resources

- Contribute to the budget setting, cash-flow management and all other financial management processes with the FRD
- Ensure value for money in any delegated financial responsibilities for purchasing and procurement
- Ensure the efficient and effective use of school resources

Other areas of responsibility

- The Head of School will be required to safeguard and promote the welfare of children and young people, and follow school and trust policies
- Please note that this is illustrative of the general nature and level of responsibility of the role. It is not a comprehensive list of all tasks expected to be carried out. The postholder may be required to do other duties appropriate to the level of the role, as directed by the Principal.



Person specification

Qualification criteria

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

Experience

- Experience of school leadership (at least at Vice Principal level or equivalent) where sustainable improvement has been evident
- Experience of having led or significantly contributed to the success of a school through its leadership, ethos, teaching and outcomes.
- Teaching experience
- Involvement in school self-evaluation and development planning
- Demonstrable experience of successful line management and staff development

Skills and knowledge

- Data analysis skills, and the ability to use data to set targets and identify weaknesses
- Understanding of high-quality teaching based on evidence, and the ability to model this for others and support others to improve
- Effective communication and interpersonal skills
- Ability to communicate a vision and inspire others
- Ability to build effective working relationships
- Skilful management for maintaining and developing the school's effective working relationships with parents, governors and stakeholders

Personal qualities

- Genuine passion and belief in the potential of every student
- A commitment to getting the best outcomes for all pupils and promoting the ethos and values of the trust and school
- Relishes accountability, has sound judgement and takes personal responsibility for their actions
- Excellent critical thinking skills; has intellectual curiosity and rigour
- Ability to build trust and mutual respect between pupils, families and staff
- Strong interpersonal, written and oral communication skills
- Enjoys working within a busy school setting
- Ability to work under pressure and prioritise effectively
- Commitment to maintaining confidentiality at all times
- Commitment to safeguarding and equality, ensuring that personal beliefs are not expressed in ways that exploit the position

Other

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



Benefits & Rewards with Ark

As an Ark Head of School, we will offer you:

1. A carefully designed and supportive **Head of School Induction** plan to ensure you have everything you need to start your new role confidently and smoothly
2. An **Ark Coach**, where desired, who has undertaken our CPQP coaching training
3. **Ark network training days** – we have ten days in total across the year for you to receive training as well as train your staff – twice the usual amount of days offered
4. **Head of School training** – in addition to NPQH training (if you do not hold the qualification)
5. **Career development opportunities** – being part of a group of schools means that there is always room to grow and new opportunities to explore; 100% of our Executive Principals are homegrown from our Principals
6. **On-hand expertise** from our dedicated Central education and operations teams who are ready to support you and your school
7. **Regional Schools Leadership Team** – all Principals & Heads of Schools are part of a Regional SLT which works collaboratively on Regional and Network priorities.

Ark's Six Pillars

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HIGH EXPECTATIONS



EXCELLENT TEACHING



KNOWING EVERY CHILD



DEPTH FOR BREADTH



EXEMPLARY BEHAVIOUR



ALWAYS LEARNING

1. High Expectations

We believe that every child can achieve great things. So we set high expectations for all our pupils, and we do whatever it takes to meet them. Our aspirations are no lower for our most vulnerable pupils.

2. Excellent Teaching

A teacher affects a pupil's achievement more than any other factor. We work side-by-side with teaching staff, supporting them with training and development so that they can deliver excellent teaching. To make sure that no pupil is left behind, we've developed data management tools which help teachers to monitor progress — this shows when pupils, or indeed teaching staff, need extra support.

3. Knowing Every Child

We organise our schools so that every child knows, and is known well by, every adult in the school. We also recognise that children do best when families and schools work together. We keep parents well informed about children's targets, and we involve families in all aspects of school life. To nurture a love of reading and develop fluent communication skills, we also dedicate more time to literacy and English. We make sure that all of our teachers recognise the barriers that children face in building literacy skills, and we offer tools and expertise to enable teachers to best support students who need more help.

4. Depth for Breadth

When children build firm foundations in English, maths and other key subjects, they find it easier to do well in other subjects too. That's why we prioritise depth in these subjects, giving our pupils the best chance of success. We've developed *Ark Curriculum Plus* which aims to improve attainment, enjoyment and confidence in key subjects. Their approach is based on tried and tested methods from around the world, and is endorsed by Ofsted. Ark Curriculum Plus has over 1000 Mastery programmes being used across the country in Mathematics, English, Science, History and Geography across primary and secondary schools.

5. Exemplary Behaviour

Our schools are characterised by a respectful environment, where teachers can focus on teaching and pupils can focus on learning. We teach, recognise and reinforce good behaviour, and we don't tolerate poor behaviour. We don't accept any excuses, and we don't make any either.

6. Always Learning

To make sure children have enough time both for core subjects and for extra-curricular activities, many of our schools run a longer school day. Others are open at weekends and during school holidays, offering masterclasses and revision sessions. Many Ark schools offer residential stays, day trips and summer schools. In every school, no time is wasted — every hour of every day is devoted to children learning.

Ark Values

AIM HIGH

We have high expectations of ourselves and of each other

BE BRAVE

We take on challenges and are prepared to say and do difficult things if that's what's needed

BE KIND

We care about what we do and how we work with each other

KEEP LEARNING

We're open to new ideas and we learn from our mistakes as much as our successes





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