



**Secondary
Assistant Principal,
Pastoral
(maternity cover)**

Dear Candidate,

Thank you for your interest in the role of Secondary Assistant Principal, Pastoral (maternity cover) at King Solomon Academy. In this pack, I hope to help you understand more about the role, our school community and the kind of person we are looking for to join our team.

King Solomon Academy is a unique and very special place. As an all-through school serving pupils from Nursery to Sixth Form, we have the privilege of shaping a young person's entire educational experience. Since our inception in 2007, our mission has always been clear: to provide a rigorous and transformational education to each and every child, preparing them to be successful at university and beyond. We commit to this mission because we believe it is the means to address educational disadvantage and lead the way on system change. Our mission is underpinned by four shared values that apply equally to children aged two or eighteen, teachers, leaders, support staff, parents or our wider community of stakeholders: to always aim high, work together, be kind and lead the way.

Since our first ground-breaking GCSE outcomes in 2014 when KSA set a new national bar for what was possible for a cohort of pupils where 75% were entitled to Pupil Premium, KSA has consistently achieved exceptional outcomes for and with our pupils. In 2024, when our most recent Progress 8 score was published, the average P8 score for schools across the country serving 60-70% Pupil Premium cohorts was -1.18. KSA's score was +1.18. These achievements reflect the dedication of our staff, the ambition of our families, and the shared and unwavering belief that every child can and will succeed when we do our best work.

Excellent pastoral leadership is central to this mission. We know that we can only achieve transformational academic outcomes for and with our children when they want to come to school every day, when they feel safe and happy and successful in school and when they feel part of the KSA team and family. Pastoral leadership at KSA is rewarding work: developing children's characters and planning the routines and experiences which will help them make great choices, experience joy and pride.

You will join a talented and values driven senior leadership team, working collaboratively with the Vice Principal Pastoral and the Principal to lead both the operational pastoral structures of the school (eg line management of Heads of Year) and/or the more strategic structures of character education and personal development. As part of the Ark network, one of the country's most successful Multi-Academy Trusts, you also gain access into a wealth of wider opportunities for professional growth and training. Whether you are an experienced Assistant Principal looking for a new challenge or an ambitious Head of Year or Pastoral Leader ready for the next step, you can have a profound and lasting impact at KSA.

We are looking for someone who is excited by the opportunity to show what is possible, who has a deep belief in the potential of every child and every member of staff to be safe, happy and successful in our school community, someone who combines intellectual ambition with humility; and who is able to lead with clarity, compassion, and conviction. If you share that same sense of mission and are excited by the opportunity to contribute to the next chapter of KSA's story, we would be delighted to receive your application.

To apply, follow the link at <https://kingsolomonacademy.org/jobs/vacancies>. The deadline to apply is on **23rd April 2026**. Please note we will be reviewing applications on an on-going basis, and this advert may close earlier than advertised depending on the level of response. Early application is

advised. To discuss the role, please feel free to email the Principal's PA, Abigail Saleh. (a.saleh@kingsolomonacademy.org) or phone on 0207 563 6901.

Yours sincerely,

Beth Humphreys
Principal

Job Description: Secondary Assistant Principal, Pastoral (maternity cover)

Reports to: Vice Principal Pastoral
Start date: September 2026, fixed term contract for one year as a maternity cover
Salary: Competitive

The role

The Assistant Principal Pastoral has an important role in ensuring pupils are able to feel safe, happy and successful in school and beyond.

You will:

- Lead with ambition, clarity and kindness
- Support staff and pupils to build the strong, professional relationships that enable everyone to feel safe, happy and successful
- Shape a warm-strict culture that enables pupils to learn best and teachers to teach their best
- Contribute to long term strategic planning as well as daily operational excellence

This role is ideal for an experienced Senior Leader ready to take on a new or different challenge, or an ambitious Head of Year or Pastoral Leader with a strong track record of impact.

Key responsibilities

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

- Work in alignment with the whole all-through leadership team through a dialogue of mutual respect and challenge in pursuit of the school's mission.
- Ensure the school's mission, vision and values are clearly articulated, shared, understood and acted upon effectively by all.
- 'Set the weather' for a positive, professional warm-strict school culture

- Ensure the school runs safely and efficiently, prioritising pupils' ability to learn at their best and feel joy and pride in their school community.
- Co-ordinate successful routines for 'the KSA day' for example, entry routines, morning meeting, line up, social times, lunch – ensure the routines are clear and are well taught to pupils and adults alike so there is a shared understanding of what to do and how to do it most effectively.
- Stay focussed on ambitious goals and act on data to ensure pupils are clear on what excellence looks like and how to achieve it and what the boundaries are and what happens when they are crossed.
- Nurture recognition and rewards throughout the school which are clearly achievable, desirable and build a sense of pride and joy
- Be consistent in ensuring all escalations of consequences are clear, fair and proportionate and crucially support reflection, improvement and growth
- Set and maintain high standards on uniform and equipment
- Ensure every adult feels happy and successful in their work and that KSA is actively making them better in their role through whole school training, personalised coaching, co-planning, scripting and practice. Invest in the leadership of Heads of Year and Pastoral Co-ordinators to ensure the whole pastoral team are able to do their best work every day.
- Ensure that the Personal Development curriculum is rigorous and transformational and that staff at every stage of their career feel invested in as pastoral leaders and are rapidly improving in their practice
- Review the timetable and calendar to ensure the best use of staff and resources to make the most of transformational trips and enrichment opportunities
- Grow a culture of pupil leadership across every facet of school life so that it is normal and desirable to be a school leader
- Maintain a razor-sharp focus on the pupils who need more or different due to their vulnerabilities or complexities.
- Manage complex safeguarding situations, with a multi-agency approach, keeping the best interests of the child(ren) at the heart of the work.
- Plan, deliver, and teach exceptional lessons.
- Work in collaboration with the wider Ark network and alongside partner agencies, key stakeholders outside school, and staff across the school to reduce barriers to pupil success.
- Grow KSA's reputation for excellence and '*leading the way*', whilst always modelling humility and commitment to learning from the best across the Ark network, in Westminster, nationally and internationally
- Bring joy every day.

Other specific responsibilities

- Lead and/or contribute to SLT meetings, network meetings and Local Authority sessions representing KSA professionally, humbly and generously
- Lead Head of Year/ Pastoral Lead line management meetings, pre-work and arising actions as well as small group and whole school training
- Lead key parts of the school day as required (e.g. arrival or departure from school) including enrichment activities and whole school events
- Observe pastoral routines including morning meeting, dismissal, social times, PD and give feedback to staff on what is going well and why and how to improve
- Confidently gather, monitor and evaluate data to recognise and reward successes and act swiftly to identify priorities for improvement.
- Review budget spending in detail and make financial efficiencies wherever possible
- Supervise learning outside of normal school hours at some key points of the year (e.g. Easter revision or leading residential trips)
- Champion the work of our primary colleagues and make leadership decisions that are in the best interests of the whole all-through community
- Help others be seen, heard and valued for who they are

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

Necessary qualification criteria

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

Ideal experience

- Experience of highly effective middle leadership in a high-performing school, likely as a Head of Year or Pastoral Leader
- Experience of delivering exceptional pupil progress as a teacher and a leader
- Experience of leading a high performing team within a complex school environment

Skills and attributes

We are looking for alignment to our KSA values or at the very least, a candidate's clear, demonstrable capacity to develop them:

“Aiming high”

- Prepares for success with excellent organisational skills
- Works hard to achieve goals
- Never gives up on ourselves, our teammates or our mission
- Willingness to play a full part in school life and go above and beyond to ensure success
- High energy and driven by a ‘whatever it takes’ attitude.

“Working together”

- Works effectively as part of a team
- Seeks out opportunities to build on own and others’ strengths and helps others to be better through a culture of clear, kind feedback
- Makes a strong contribution to assessments and child-led planning

“Being kind”

- Able to create a safe, happy and successful environment for everyone in our community
- Shows gratitude
- Takes care of others
- Exhibits pride in achievements of self and others

“Leading the way”

- Has a passion for working with children
- Is a positive role model to others
- Is brave
- Shows initiative
- Feels passionate about creating a better future.

Other

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

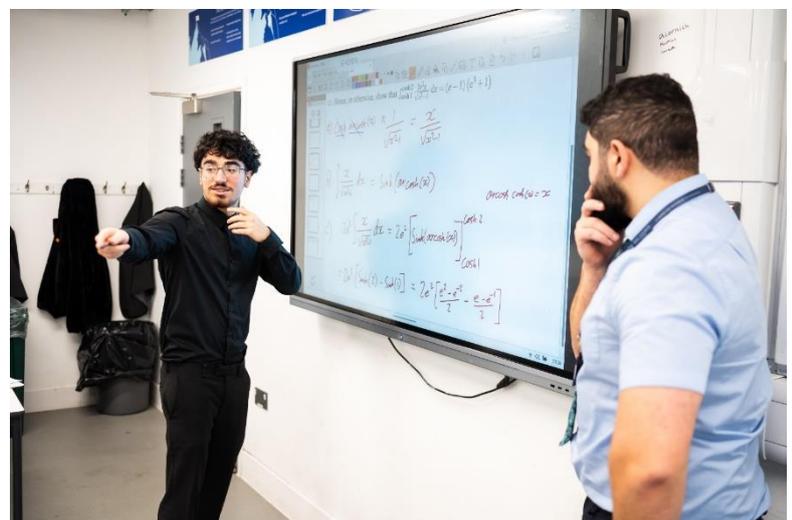


Principal: Beth Humphreys

Beth Humphreys graduated from the University of Edinburgh with an MA in English Literature and French and then completed a second Masters' degree in Educational Leadership at The Institute of Education. She joined Ark King Solomon Academy in 2012 as an Assistant Head and then Deputy Head, leading on curriculum and professional development in the secondary phase. She moved to become Head of Primary in January 2017 and then Associate Principal, navigating a successful merger with Ark Paddington Green Primary as well as the covid pandemic and post-covid recovery period. She was appointed all-through Principal in January 2024. Beth is proud to serve our all-through community and is passionate about ensuring our children get the very best start in life anyone could give.



“Our shared work is to make it possible for each and every child in our care to lead safe, happy and successful lives.”



Benefits of being a leader at KSA

Leading at King Solomon Academy offers a rare combination of professional challenge, personal fulfilment, and long-term career development. Our leaders join a community that is ambitious for children, committed to staff growth, and united by a shared sense of purpose.

A Mission That Matters

KSA staff are all aligned around our shared commitment to addressing educational disadvantage and making system change. The work is meaningful, the impact is tangible, and the sense of purpose is energising.

Leadership With Real Influence

Because KSA is an all-through school, leaders have the opportunity to shape a child's journey across six key stages from early years to university. This brings:

- Strategic influence across multiple phases
- Deep, long-term relationships with families
- The chance to design coherent curriculum and culture from ages 2–18

It is a level of impact that few schools can offer.

A Community That Values Its Staff

Our staff stay, grow, and lead because they feel part of a team and a family. We are proud of the ways in which we work to enable staff to work part-time or flexibly. We support staff who are parents to be part of their children's school communities in the way we expect of KSA parents.

We have a thriving staff social calendar for those who want to participate with events including a bonfire night with toasted marshmallows and hot chocolate in our woodland garden in November or the Easter Soiree showcasing staff talents in April.

A Place to Build a Career

Many of our senior leaders have progressed internally, and we are committed to developing the next generation of school leaders. Whether you aspire to headship, trust-wide leadership, or specialist expertise, KSA provides the stretch, support, and opportunities to get you there.

Being a Senior Leader in the Ark network

Ark is an international charity, transforming lives through education. Ark exists to make sure that every child, regardless of background, has access to a great education and real choices in life. The highly successful network of 39 schools educates over 20,000 pupils across Birmingham, Hastings, London and Portsmouth, and is now recognised as one of the highest achieving academy groups in the country.

Great schools are made of great leaders and we know strong senior leadership is key to ensuring our students have access to a great education. This is why we recognise the value of supporting and investing in our staff.

There is room to grow at every stage of your career – even as a senior leader. With Ark, you will be joining a team of successful school leaders committed to supporting each other and sharing new ideas and best practice. From nationally accredited development programmes to residential trips with fellow leaders, at Ark you'll be given all the tools and support you need

to develop as a successful school leader. Ark runs a number of additional leadership programmes which provide structured support for our leaders to develop. This includes coaching and the opportunity to visit other successful schools inside and outside the Ark network.

All Ark staff gain access to a host of benefits to support you, including:

- Teaching salaries that are 2.5% higher than main pay scale
- Twice as many training days as standard
- Generous pension schemes
- Access to exclusive discounts and support – from gym reductions to discounts in over 3,000 retailers
- Interest-free loans of up to £5,000 available for train season tickets or to buy a bicycle
- Access to our Employee Assistance Programme, which provides free confidential counselling, legal advice and a range of different support.

Find out more here: <https://arkonline.org/careers/why-work-with-us/>

Positive Action and inclusive recruitment at KSA

We are keen to bring new perspectives and backgrounds into our school to build a diversity of thinking so that we can build the best school possible. Following an analysis of our teaching body, we are actively welcoming qualified candidates from Black and Ethnic Minorities, as they are currently under-represented amongst our teachers. This is particularly important given the diverse community we serve.

We want to make applying to and working at King Solomon Academy as inclusive as possible, and have a variety of systems in place to ensure that our approach is as fair and open as possible:

- Transparent application procedure, including a well signposted interview day, which tells candidates how they will be assessed and how they can prepare
- ‘Blind’ screening of applications, discounting identifying characteristics when shortlisting, in pairs
- Diversity and Inclusion training for senior leaders involved in recruitment
- Interview processes which include a range of leaders to avoid any individual bias
- Discussion with the Staff Working Group (staff consultative body) to ensure the recruitment process is inclusive.

Ark Safe Recruitment Procedure

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.

Disclosure

This post is classified as having substantial access to children, and appointment is subject to an enhanced police check of previous criminal convictions (DBS). Applicants are required,

before appointment, to disclose any conviction, caution or binding over including 'spent convictions' under the Rehabilitation of Offenders Act 1974 (Exemptions) Order 1975. Non-disclosure may lead to termination of employment. However, disclosure of a criminal background will not necessarily debar individuals from employment – this will depend upon the nature of the offence(s) and when they occurred.

Reference checking

References from the previous and current employer will be taken up for shortlisted candidates, and where necessary employers may be contacted to gather further information.