



## Non-Teaching Head of Year

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|--------------------------------|-----------------------------------------------------------------------------------------------------------|
| <b>Reporting to:</b>           | Assistant Principal                                                                                       |
| <b>Location:</b>               | Ark Alexandra Academy                                                                                     |
| <b>Contract:</b>               | Fixed Term - until 23 April 2027 - in order to cover the leave of the substantive post holder             |
| <b>Working Pattern:</b>        | 8.00am – 5.00pm, 40 hours per week, term time only plus 2 extra weeks to be worked in the school holidays |
| <b>Start date:</b>             | As soon as possible                                                                                       |
| <b>Closing date:</b>           | <b>11:59pm on 05 November 2025</b>                                                                        |
| <b>Salary:</b>                 | Ark Outside London Support Scale 9, points 25 - 32: £35,234 to £41,510                                    |
| <b>Actual Starting Salary:</b> | £35,234 - this does not include the cost-of-living increase awarded by the Government for 2025-26         |

*The school reserves the right to close this advert early and interviews may take place before the advertised closing date. **Applicants are strongly encouraged to apply early for this role to avoid disappointment.***

### Ark Alexandra

Ark Alexandra is a large secondary academy in Hastings, East Sussex. As a Church of England school, our values of faith, excellence and kindness underpin our ethos, culture and behaviour. We have an inclusive admissions policy that welcomes, without preference, students of all faith and none. We believe that everyone deserves to be accepted, included, and empowered to live a purposeful and fulfilling life.

Our vision is to provide all members of our community with the opportunities to engage with 'life in all its fullness' (John 10:10). This will be achieved through the highest quality of education that a truly great school will provide. We are committed to striving for excellence and inspiring our students to fulfil their potential. Our faith underpins our aim for all students to have the widest possible life choices. By knowing every student, demonstrating kindness, we will inspire every member of Ark Alexandra to have a positive impact on the community around them.

We continuously strive to maintain and further develop a safe, calm and purposeful environment, in which all children feel happy, secure and respected. Our commitment to safeguarding is further detailed in our Safeguarding and Child Protection Policy which can be found on our website [here](#). Joining our school team is an excellent opportunity for a proactive person who wants to make a lasting difference to the communities they serve.

Our school is on an exciting rapid upward trajectory. Ark Alexandra operates as one school across two smaller 5-6FE campuses. This creates the dual benefit of working within a small school family setting, whilst providing unique opportunities for growth, development and career opportunities that exist in a large school model.

We take a traditional and research-based approach to education with a primacy placed on cognitive science, scholarship and what the best schools do. We are a no-nonsense school where staff can focus their efforts on teaching great lessons. Our focus on extra-curricular activities including DofE (bronze to gold), Army Cadet Force and reward trips ensures our students benefit from a range of exciting opportunities.

### **How is Ark Alexandra different?**

- We are part of the Ark family of schools and benefit accordingly from outstanding networking and career opportunities and first-class CPD.
- Staff wellbeing is one of our main priorities. We have an 8.00am - 6.00pm/weekend work-related communication curfew to ensure our staff can maintain a work/life balance.
- Our systems and processes for communication and assessment are streamlined, research led and based on the needs of our local context.
- Behaviour for learning is always a high priority so our teachers can focus their time on the things that matter – planning and delivering brilliant lessons for our students.
- **This is a strict no excuses, mobile phone free school.**
- We offer a wide range of enrichment opportunities for our students that have excellent attendance and feedback.
- Our curriculum is academic and designed to prepare our students for the workplace in the 21<sup>st</sup> century
- We put high-quality teaching at the heart of what we do. Live coaching and current best practice in the field of education is central to our approach.
- There is the opportunity to steer your own career. There is a range of professional development opportunities available.

- As we are part of the large Ark network, this means that we work collaboratively with other schools to build a curriculum suitable for all students and bespoke to our context.
- Salaries higher than the national pay scales.
- Twice as many training days as standard with network-wide events with Ark colleagues.
- Unique opportunities for growth and development
- Access to Ark Rewards – a scheme offering savings from over 3,000 major retailers

If you are ready to add further value to our dedicated, hard-working team and to work alongside a diverse school leadership team, then you will find this job extremely rewarding.

To find out more about Ark Alexandra, please visit our website [www.arkalexandra.org](http://www.arkalexandra.org)

**Alignment with the school's vision, values and approach to education is essential.**

## **The Role and the Department**

We are seeking an exceptional candidate to work in close partnership with the Teaching Head of Year to embed our school's vision and create a culture of excellence and a commitment to learning by ensuring outstanding standards of behaviour, attendance and the emotional wellbeing of students in the year group.

The successful candidate will lead and implement programmes and events to develop students' self-regulation and emotional resilience and lead the culture and ethos of the academy so that it is embedded in our students' attitudes and behaviours.

Our standards are high, and we need someone who can be a team player and flexible when supporting other colleagues with the ability to be resilient, calm and professional under pressure.

## **Ark Safer 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. This process is outlined below, but can be provided in more detail if requested.

### **Disclosure**

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.

### **Shortlisting**

Only those candidates meeting the required criteria will be taken forward from application.

### **Interview**

1. Shortlisted candidates will take part in an in-depth interview process that will include a competency based interview, and for all teaching roles, will include a lesson observation or similar practical assessment.
2. Candidates will be asked to address any discrepancies, anomalies or gaps in their application.

### **Reference checking**

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

### **Probation**

All new staff will be subject to a probation period of six months (which may, in certain circumstances, be extended by up to 10 weeks). The probation period is a trial period, to enable the assessment of an employee's suitability for the job for which they have been employed. It provides the academy with the opportunity to monitor and review the

performance of new staff in relation to various areas, but also in terms of their commitment to safeguarding and relationships with pupils.

### **A Commitment to Encourage Diversity**

Ark is committed to eliminating discrimination and encouraging diversity amongst our employees. Our aim is that our workforce will be truly representative of all sections of society and that each employee feels respected and able to give their best. To that end we are committed to provide equality and fairness for all in our recruitment and employment practices and not to discriminate on any grounds. We oppose all forms of unlawful and unfair discrimination.

### **About Ark Schools**

Ark is an education charity with a network of 39 non-selective schools in London, Birmingham, Hastings and Portsmouth educating 30,000 students.

Ark's aim is to create outstanding schools that give every student, regardless of their background, access to a great education and real choices in life.

For further information about Ark Schools please visit [Ark Schools - About Us](#).

### **How to Apply**

For an informal conversation about the role or to arrange an informal visit, please contact our HR Department on [ALEHR@arkalexandra.org](mailto:ALEHR@arkalexandra.org)

To apply, please [click here](#) to complete an online application form.

**Please note:** we are unable to accept applications via CV. We will also 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 strongly encouraged. You will be able to pause, save and log back in to complete your application up until the vacancy closes.

**Closing Date: 11:59pm on 05 November 2025**

*Ark value diversity and are committed to safeguarding and promoting child welfare. The successful candidate will be subject to an enhanced Disclosure and Barring Service check and any other relevant employment checks.*

## **Job Description: Non-Teaching Head of Year**

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|-------------------------|-------------------------------------------------------------------------------------------------|
| <b>Reporting to:</b>    | <b>Assistant Principal</b>                                                                      |
| <b>Location:</b>        | <b>Ark Alexandra Academy, Hastings, East Sussex</b>                                             |
| <b>Contract:</b>        | <b>Fixed Term</b>                                                                               |
| <b>Working Pattern:</b> | <b>Full Time</b>                                                                                |
| <b>Salary:</b>          | <b>Ark Outside London Support Pay Scale 9: Points: 25 – 32:<br/>£35,234 – £41,510 per annum</b> |

### **The Role**

As Head of Year, you will be responsible for ensuring outstanding standards of behaviour, attendance and the emotional wellbeing of all students in your year group. You will lead the culture and ethos of the academy in order that it is embedded in our students' attitudes and behaviours. You will lead and implement programmes and events to develop the students' self-regulation and emotional resilience. You will be unrelenting in our mission to provide every student, regardless of their background, a great education and real choices in life.

### **Key Responsibilities**

#### **Leadership and Management of Year Group**

- Create a culture of excellence and a commitment to learning
- To lead and secure the academy's high expectation so that behaviour of your year group is exemplary.
- Drive and achieve exemplary attendance as a result of your rigorous monitoring and tracking.
- Develop the character and habits that support students' academic and personal development.
- The tutor period will ensure that the attendance and behaviour of every child is evaluated, praised or challenged every day. Lead, support and hold accountable a professional community of form tutors
- Use data effectively to track, monitor and intervene to address any student underperformance across more than one subject.
- Regularly analyse student performance data, reviewing attainment, progress and behaviour, including the performance of specific groups within the year, particularly pupil premium students.
- In partnership with the teacher, student and parent, create high impact intervention programmes that remove underachievement
- Develop the social, emotional and academic wellbeing of students, in collaboration with external agencies, as appropriate.
- Teach students how to keep themselves safe.

- Manage safeguarding incidents within the assigned year group, responding appropriately, and escalating cases as required.
- Create positive working relationships with parents and carers.
- Deliver a range of events that help parents keep their child safe and equips them to support their child's learning at home.
- Act as a positive role model to staff and students, communicating the highest expectations of behaviour, attendance and punctuality
- Implement and reinforce a consistent behaviour policy and system of rewards and sanctions, characterised by consistent, orderly behaviour and caring, and respectful relationships
- Specific accountabilities will be identified once appointed to a year group.

### Other

- Actively promote the safety and welfare of our children and young people
- Ensure compliance with Arks data protection rules and procedures
- Liaise with colleagues and external contacts at all levels of seniority with confidence, tact and diplomacy
- Work with Ark Central and other academies in the Ark network, to establish good practice throughout the network, offering support where required
- Support with school duties, invigilation and enrichment.

### Notes

All new staff will be subject to a probation period of six months (which may, in certain circumstances, be extended by up to 10 weeks). The probation period is a trial period, to enable the assessment of an employee's suitability for the job for which he or she has been employed. It provides the school with the opportunity to monitor and review the performance of new staff in relation to various areas, and also in terms of their commitment to safeguarding and relationships with students.

**No job description can be fully comprehensive, and from time to time the successful candidate may have to undertake other professional duties as directed by the Principal/Senior Leadership Team/Line Manager.**

## Person Specification: Non-Teaching Head of Year

### Qualifications

- GCSE Maths and English or equivalent

### Knowledge, Skills and Experience

- A proven track record of providing excellent pastoral support
- Demonstrable commitment to raising attainment of all students in a challenging environment
- Experience leading excellent student attendance and behaviour
- Experience of interpreting student data to inform student progress
- The ability to devise, implement and evaluate a variety of student programmes.
- Experience of effectively leading a team of tutors

### Behaviours

- Genuine passion for and a belief in the potential of every student
- A robust awareness of keeping children safe, noticing safeguarding and welfare concerns, and you understand how and when to take appropriate action
- Deep commitment to Ark's mission of providing an excellent education to every student, regardless of background
- To be able to inspire, motivate and raise student aspirations
- Excellent interpersonal, planning and organisational skills
- Resilient, motivated and committed to achieving excellence
- Reflective and proactive in seeking feedback to constantly improve practice
- Commitment to regular and on-going professional development and training

### Other

- Right to work in the UK
- Commitment to equality of opportunity and the safeguarding and welfare of all students
- Willingness to undertake training
- This post is subject to an enhanced DBS check

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*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 read the information on page 4.*