Job Description: Assistant Principal (EYFS and KS1)

Reporting to: Principal
Location: 98 Cherry Orchard Rd, Croydon, CR0 6BA
Start date: January or April 2027
Contract: Permanent
Working Pattern: Full time
Salary: Ark Leadership Scale, L5 – L10 (£64,326 – £72,258 per annum), depending on experience

The Role
This is an exciting opportunity for an ambitious Early Years Leader who is ready to take the next step into senior leadership. For the remainder of the 2026–2027 academic year (until July 2027), the role will be non-class-based, providing the successful candidate with the opportunity to drive the continued development of Early Years provision at Ark Oval Primary Academy, while leading improvements in the quality of teaching and learning across Key Stage 1.

This is an ideal opportunity for an aspiring senior leader to develop their strategic leadership skills, make a tangible impact on pupils' outcomes and contribute to raising standards across the academy.

As Assistant Principal, you will have the opportunity to lead on areas such as ethos, systems and procedures, curriculum development, timetabling, progress and standards, behaviour management, safeguarding and welfare, external relations, community links, staff development, training and induction. 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 a school culture that is both nurturing and rigorous.

To help you gain experience in all aspects of school leadership and prepare for Headship, the exact role and specific responsibilities of the Assistant Principal will be agreed annually and will change regularly.

Key Responsibilities

- Contribute to the leadership of the academy and its staff to achieve high standards of behaviour and attainment.
- Provide visibility and support for staff, contribute to whole-school behaviour management, and build positive relationships with parents and the wider community.
- Demonstrate outstanding leadership qualities and articulate clear values and moral purpose.
- Support coordination of vision and strategy for the academy.
- Leadership of effective external relationships with community and other stakeholders.

- Support in ensuring the school runs safely and efficiently, prioritising students' ability to learn at their best and feel joy and pride in their school community.
- In partnership with the principal and rest of the leadership team, ensure the safeguarding of all students, and that the safety and wellbeing of students and staff is promoted and maintained at all times.
- Support the Senior Leadership Team in developing and implementing the academy improvement plan, focusing on areas like student outcomes and the quality of education.

Outcomes and Activities

Leadership and Management

- To analyse assessment, behaviour and attendance data to identify trends and implement targeted strategic responses.
- To evaluate the impact of provision and interventions, ensuring effective use of staff time and resources.
- To fully support whole school aims and objectives and policy decisions, contribute to their establishment and initiation and sustain their implementation and review.
- Be an active member of the academy leadership team, modelling high expectations with staff, students and parents.
- Facilitate projects, programmes or systems as directed by the Principal.
- Help implement systems that work effectively in combination with whole academy systems and administration.
- Help keep systems organised, up-to-date and user friendly for all academy staff.
- Line manage particular staff, including target setting, coaching and monitoring.
- To manage staff and resources, ensuring that policies and procedures are adhered to.
- In the absence of the principal and vice principals, to step-up and undertake the professional duties of the principal as reasonably delegated.

School Ethos and Culture

- Support the Principal in fostering a strong sense of academy community and ethos among both staff and students.
- Act as a positive role model to staff and students.
- Demonstrate high levels of ambition and optimism regarding what the academy and its students can achieve.
- Support, work together and share best practices with other colleagues and professionals beyond the academy.
- To provide a visible and proactive leadership presence across the academy, including the playground, dining hall and transition points, setting the standard for behaviour, expectations and relational practice.
- Promote diversity, equity, inclusion and belonging through policy, practice and culture.

Teaching and Learning

- Be an excellent classroom practitioner, undertaking a substantial teaching commitment as a core component of the Assistant Principal role, with the proportion reviewed in line with strategic priorities and school need.
- To quality assure teaching and provision through lesson visits, work scrutiny and student voice, ensuring consistency across classes.
- Contribute to the delivery and co-planning of whole school training in line with the teacher development plan.
- Support the training and development of teaching staff to improve the quality of teaching and raise the level of challenge in lessons.
- Teach engaging lessons that motivate, inspire and improve student attainment.
- Use regular assessments to monitor progress and set targets and respond accordingly to the results of such monitoring.
- Ensure that all students achieve at chronological age level or, if well below level, make significant and continuing progress towards achieving at level.
- Maintain regular and productive communication with parents, to report on progress, sanctions and rewards and all other communications.
- Be an excellent coach and model this explicitly for others through co-coaching.

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.

Person Specification: Assistant Principal (EYFS and KS1)

Qualification Criteria

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

Experience

- Demonstrable experience of having significantly raised attainment EYFS.
- Experience of having led, or significantly contributed to, the success of a school through its leadership, ethos, teaching and learning and results.
- Experience and understanding how to improve and sustain an effective behaviour policy and/or teaching and learning in EYFS.
- Experience of timetabling or curriculum design.
- Experience of having led and managed a team of people.
- Experience of having worked to support the significant success of others.
- Able to skilfully manage and maintain effective working relationships with parents/carers and other stakeholders.

Behaviours

Leadership

- Be an enthusiastic advocate for teaching and learning and share your passion and expertise with all teachers.
- Be eager and stay up-to-date about teaching and learning theory and research.
- Understand their own contribution to the academy.
- Leadership style encourages participation, innovation, and confidence.
- Strong organisational skills and ability to delegate.
- Models' professionalism, integrity, perseverance, and high expectations always.
- Resilience and motivation to lead the academy through day-to-day challenges.
- Excellent interpersonal, written and verbal communication skills.
- 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.

Vision and Strategy

- Vision aligned with Ark's high aspirations and high expectations of self and others.
- Clear understanding of the strategies to establish consistently high standards of behaviour in diverse school settings and commitment to consistently applying these strategies.
- 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 skilfully manage and maintain effective working relationships with parents and other stakeholders.

Other

- Commitment to equality of opportunity and the safeguarding and welfare of all students.
- Willingness to undertake training.
- This post is subject to an enhanced Criminal Records Bureau disclosure.

Safeguarding statement:

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.