



Ark Little Ridge
Primary Academy



Head of School
Candidate
Information
Pack



Dear school leader,

Thank you for your interest in the role of Head of School at Ark Little Ridge Primary Academy.

Ark Little Ridge Primary Academy is an Ofsted Outstanding, oversubscribed two-form entry primary school serving the local community of St Leonards-on-Sea in Hastings. Due to the retirement of our current Principal, we are seeking an ambitious Head of School to lead the school through the next stage of its journey. The Executive Principal, Natalie Rankin, works across each of our three Hastings primary schools, and the successful candidate will benefit from a collaborative leadership model that promotes professional growth, innovation and shared excellence.

Ark Little Ridge is a school with much to celebrate. Our 2023 Ofsted inspection recognised our bold curriculum, exceptional behaviour, strong leadership and commitment to ensuring every pupil achieves highly. Our school has strong foundations, but our ambitions for our children are even greater, and we know there is still more to achieve. This role offers a rare opportunity for a driven leader to shape the next phase of the school's journey and build on its existing successes.

We recognise that exceptional headteachers come from a range of backgrounds and career stages, and we therefore encourage applications from both experienced Headteachers and ambitious school leaders seeking their first headship. For established Heads, this role offers the opportunity to lead a highly regarded school within a collaborative trust, while benefiting from the support and challenge of an experienced Executive Principal and the opportunity to influence educational outcomes across a network of schools. For aspiring Heads, this role provides a unique opportunity to step into headship within a supportive leadership model. Natalie Rankin has an outstanding track record of developing school leaders, and the successful candidate will receive a level of mentorship tailored to their experience and development needs. Whatever your background, we are looking for a leader who is ambitious for children, committed to continuous improvement, and excited by the opportunity to build on the school's many strengths.

Ark Little Ridge is part of the Ark network of schools, one of the country's most successful multi-academy trusts. The successful candidate will have access to excellent training opportunities, as well as the chance to collaborate with colleagues in Hastings and our wider network of schools. Our Heads and Principals meet remotely on a weekly basis, and face to face every half term.

We warmly welcome and encourage confidential conversations about the role and visits to our school for interested candidates. If you would like to find out more about this opportunity, please contact our Senior Recruitment Advisor, Shevonnae Sokoya, Shevonnae.Sokoya@arkonline.org.

Kind regards,

Lorraine Clarke
Director of Primary

The opportunity

Ark Little Ridge Primary Academy is a popular and oversubscribed two-form entry primary school in Hastings. As Head of School, you will lead and oversee all aspects of school management and be accountable for maintaining the high standards, culture and outcomes that the school is known for. Reporting to the Executive Principal, you will be responsible for the school's daily leadership and strategic development, working closely with colleagues across our Hastings schools and the wider Ark network.

We welcome applications from ambitious school leaders with a clear understanding of what it takes to sustain excellence and the determination to drive continued improvement. This role presents an exciting opportunity for a driven school leader seeking to make a significant impact. Whether you are an experienced Headteacher or looking for your first headship, this is an opportunity to lead a successful school whilst helping shape its future direction and impact.

The successful candidate will benefit from the support of a collaborative leadership structure, with the Executive Principal's level of involvement tailored to the experience and development needs of the appointed candidate. We are seeking someone with ambition, humility and a commitment to continual improvement, who is excited by the opportunity to collaborate across of wider network of schools.

Leaders within Ark benefit from being able to draw upon the resources, expertise and support of the network. They also have the opportunity to work collaboratively with other school leaders and to feed into the development of excellent practice beyond their own school. Ark has also developed a number of successful programmes and tools to support the cultivation of excellence including world class curricula through its English and Maths Mastery programmes in addition to the Great Teacher Rubric.

Ideal candidates will:

- Believe and support Ark's pillars and values
- Have a track record of devising and delivering highly effective education for the pupils they serve
- Be committed to working in partnership with governors, parents, the school community and Ark to deliver strong outcomes for pupils
- Act with integrity and build effective, trusting relationships with colleagues and pupils
- Be network-minded and able to contribute meaningfully to our strategic development at both regional and network level.

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

-  **Reports to:** Executive Principal
-  **Start date:** Ideally January 2027, although negotiable for the right candidate
-  **Location:** Little Ridge Avenue, St Leonards-on-Sea, East Sussex, TN37 7LR
-  **Salary:** Ark Leadership Pay Scale, Outside London Point 11-17 (£67,348-£77,905), plus potential relocation allowance
-  **Contract:** Permanent, full time
-  **Closing date:** Wednesday 7 October, 9am
-  **Visits:** To be arranged as suitable for candidates
-  **Interviews:** Week commencing 12 October

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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Job description

The Head of School will manage the day-to-day running of the school and be responsible for the overall leadership and management of the academy in line with the Executive Principals' vision and that of the Ark network.

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 network's appraisal policy and other management processes and systems
- Support the implementation of network-wide policies and school-level policies
- Undertake self-evaluation and school improvement planning alongside the network-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 key stages
- 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 network

- 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 Executive 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 network and share with colleagues across the network 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
- Attend Network Principal Briefings, Meetings and Residentials as required and scheduled In Principal PD overview.

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 network 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 Executive Principal.



Person specification

Qualification criteria

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

Experience

- Experience of primary school leadership where exceptional & sustainable outcomes have been evident
- Experience of having led or significantly contributed to the success of a school through its leadership, ethos, teaching and outcomes
- 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 pupil
- 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
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 Residentials which offer time to network, seek and provide collegiate advice, training support and socialising
5. Head of School training — in addition to NPQH training (if you do not hold the qualification). We also offer CPQP coaching training and other unique sessions such as Media Training designed to give you all the tools you need to thrive in your new role
6. Support from experienced external professionals such as Healthy Minds
7. Influence particular Network-wide issues through our Network Groups and Principals Lead meetings
8. 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
9. On-hand expertise from our dedicated Central education and operations teams who are ready to support you and your school
10. Regional Schools Leadership Team — all Principals are part of a Regional SLT which works collaboratively on Regional and Network priorities

Ark's Six Pillars



KNOWING EVERY CHILD



HIGH EXPECTATIONS



EXCELLENT TEACHING



AMBITIOUS CURRICULUM



ENRICHING EXPERIENCES



STRONG RELATIONSHIPS

1. Knowing every child

Every child is known well by the adults in the school. We champion each child's progress and work in partnership with families to support them.

2. High expectations

Every child can achieve great things. Our schools create a culture where everyone aims high, children are taught to take responsibility for their learning, behaviour is exemplary and children can get the best outcomes possible.

3. Excellent teaching

Excellent teaching sparks curiosity and brings learning alive. We recruit people who share our vision and invest in their development.

4. Ambitious curriculum

A knowledge-rich curriculum provides the building blocks for children to make exceptional progress. Our schools establish the fundamentals in English and maths so children can access a breadth of subjects that open up the world around them.

5. Enriching experiences

An excellent education helps children understand themselves, what they value and where they want to go. We provide enriching experiences that broaden horizons and develop the attributes and skills children need to thrive.

6. Strong relationships

Our schools are flourishing communities built on strong relationships and shared values. They are collaborative, positive and inclusive places where everyone — children and adults — can belong.

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



Positive Action & Inclusive Recruitment at Ark

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We aim to build a diverse and inclusive organisation where everyone — staff and students — can do their best work and achieve their full potential. We want to reflect and represent diverse perspectives across our organisation because we know that doing so will make us stronger and more effective. Find out more about our commitment to [diversity and inclusion](#).

We particularly encourage applications from Black, Asian and ethnic minority candidates as they are currently underrepresented among our senior leadership teams. This is important to Ark as we aim to be more representative of our local communities.

We strive to make applying to and working for Ark as inclusive as possible and have a variety of systems in place to ensure that our approach is fair and open.





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