



# Ark Elvin Academy

## Assistant Principal

### Key responsibilities:

#### Summary

- We are looking for an Assistant Principal who has high expectations and is focused on delivering great outcomes for pupils, as part of a diverse community
- We will shape the role based on the attributes and experience of those appointed – we are particularly keen to hear from those with experience of developing and leading in the curriculum, with high expectations for what a great knowledge-rich curriculum can do and the impact it can have on outcomes
- We are also keen to hear from those with pastoral experience who are committed to using pastoral systems and structures to create a strong school culture that is focused on high expectations for all

#### Potential curriculum responsibilities

- To continue to develop and refine the Elvin vision of a knowledge rich curriculum that contributes to achieving great outcomes across the school
- Contribute to the Teaching and Learning team, and to the delivery and co-planning of whole school training in line with whole-school plan
- Be up-to-date about curriculum and assessment theory and research and its practical applications
- To work with Heads of Department and line managers to develop their curriculum thinking and expertise
- To audit the artefacts of the curriculum throughout the school

#### Potential pastoral responsibilities

- To have the highest expectations of pupils of what they can achieve
- To use pastoral data to identify areas of focus to address and work out action plans to address them
- To line manage Heads of Year to create a strong culture of success in order to achieve great outcomes
- Be up to date about pastoral thinking and work with line managers to share this
- To audit the artefacts of school culture throughout the school



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## **Outcomes**

- Be an active member of your department and contribute to Co-Planning
- Learning walks and coaching (including ATT/ECT observations)
- Formal observations of ATT/ECT (if required)
- To be prepared to line manage at least one Department

## **Academy Culture**

- To support the academy's mission and values by contributing to the development and implementation of policies, practices and procedures
- To help create a strong academy community, characterised by consistent, orderly behaviour and caring, respectful relationships
- To be alert and active on issues relating to pupil safeguarding, welfare and child protection
- Development of the Ark Network
- Represent the academy at Trainee Lead meetings
- Value and support practices driving continued progress across the network of Ark schools
- Participate actively throughout the network, by attending relevant meetings and network-wide training and assessment standardisation and any role-specific training

## **Leadership**

- Act as a member of the academy leadership team, modelling high expectations with staff, pupils and parents
- Line manage middle leaders in line with school expectations

## **Other**

- To undertake, and when required, deliver or be part of the appraisal system and relevant training and professional development
- To undertake, within reason, other various responsibilities as directed by the Principal or Vice Principal



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## Person specification: Assistant Principal

### Qualifications criteria

- Educated to degree level in relevant subject
- Right to work in the UK (essential)

### Experience

- Experience and impact at middle leadership level
- Experience of having led, or significantly contributed to, the success of a school through its leadership, ethos, teaching and learning and results
- A clear interest in and experience developing teachers in at least one area of the school Values
- Genuine passion and a belief in the potential of every young person
- Personal vision is aligned with Ark's high aspirations and expectations of self and others
- Recognition of the importance of smooth administrative systems in supporting outstanding creative outcomes for young people Knowledge, experience, and skills
- Excellent written communication and interpersonal skills
- Comprehensive IT skills, particularly in working with MS Office, cloud-based storage, Steplab fluency and MS Teams.

### Personal characteristics

- Positive and motivated, action-oriented style
- Ability to work methodically/multi-task, thrives in a fast-paced environment
- Confident and capable in managing varying workload, highly organised and prioritising time effectively
- Committed to delivering consistently high-quality work.
- Reflective and emotionally literate
- Professional integrity and resilience
- Highly collaborative and flexible
- Independent

### Other

- This post is subject to an enhanced Disclosure & Barring Service check.