



Ark Conway
Primary Academy



Head of School
Information
Pack



Dear school leader,

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

Ark Conway is a one-form entry primary school where children excel and achieve excellent outcomes, serving the diverse community in Hammersmith & Fulham. We are proud of our dedicated staff, and we are now looking for a Head of School to lead Ark Conway and build on the strong foundations in place. The newly appointed Head of School will work closely alongside an Executive Principal to support them in ensuring that Ark Conway continues to excel.

This is an excellent development opportunity for the right primary school leader; someone who can lead and support staff, students and parents. We are looking for a supportive leader, ready to take their next step towards headship, whilst benefiting from the support and mentorship of an Executive Principal. The successful applicant will have a proven track record of achieving strong outcomes for pupils, ideally with a strength in curriculum and teaching & learning.

The appointed Head of School will be committed to Ark's values and know how to bring staff together to thrive and can develop. They will be focused on maintaining a strong school community, characterised by consistent and orderly behaviour and caring, respectful relationships. They will work collaboratively with the team, be open, eager to learn, and have experience of leadership as an Assistant or Deputy Head, raising attainment and student progress. We also welcome applications from existing Headteachers who value collaboration and are looking to join a network of schools where they can have wider impact.

Ark Conway is part of the Ark network of schools, one of the country's most successful multi-academy trusts. The successful candidate will have the support of a dedicated Executive Principal as they transition into the new role and beyond. They will have access to excellent training opportunities, as well as the chance to collaborate with colleagues across London and our wider network of schools. Our Heads and Principals meet remotely on a weekly basis, and face to face every half term. Ark also offers numerous benefits including highly competitive pay and a relocation allowance.

We warmly welcome and encourage confidential conversations about the role and visits to our school for suitable candidates. If you are interested in finding out more about this opportunity and would like to arrange an initial conversation with myself or our Senior Recruitment Advisor, Shevonnae Sokoya, please contact Shevonnae.Sokoya@arkonline.org.

Kind regards,

Lorraine Clarke
Director of Primary

The opportunity

Ark Conway Primary Academy is a high-achieving, inclusive, one-form entry primary school serving the local community of Hammersmith & Fulham. Our school community is diverse and it is imperative that the incoming Head of School is committed to serving a community with a range of needs.

Our most recent Ofsted inspection (July 2024) praised us for our high expectations, pupil behaviour and outcomes, and our ambitious curriculum, leading to an Outstanding judgement. Our parent community are equally ambitious and aspirational for their children. They are supportive of our aims and methods to ensure their children reach their highest potential. The successful candidate will have the full support of Ark to ensure Ark Conway Primary Academy continues to make a lasting contribution to its community.

This is a great opportunity for an experienced Assistant or Deputy Head who would benefit from the support and resources available as a Head in the Ark network. In addition, you would have the support of a dedicated and experienced Executive Principal, as well as the local support from your fellow west London Ark Heads. Applications are also welcomed from experienced Heads seeking a new challenge in a school with strong foundations to build on. The new Head of School will be an effective communicator with a strength in nurturing community engagement, who is keen to progress with the support of a successful MAT.

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 delivering highly effective education for the students they serve
- Be committed to working in partnership with staff, governors, parents, and the local community to deliver strong outcomes for students
- Act with integrity and build effective, trusting relationships with colleagues and pupils
- Be willing 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:** September 2026 or sooner if possible
- 📍 **Location:** 60 Hemlock Road, Hammersmith, London, W12 0QT
- 💷 **Salary:** Significant and generous salary, including potential relocation allowance
- 📄 **Contract:** Permanent, full time
- 📅 **Closing date:** Friday 15 May, 9am
- 🗨️ **Visits:** To be arranged as suitable for the candidates
- 🗨️ **Interviews:** Week commencing 18 May

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 (at least at Assistant or Vice Principal level) where exceptional & sustainable outcomes has 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 student
- 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 training
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



**HIGH
EXPECTATIONS**



**EXCELLENT
TEACHING**



**KNOWING
EVERY
CHILD**



**DEPTH
FOR
BREADTH**



**EXEMPLARY
BEHAVIOUR**



**ALWAYS
LEARNING**

1. High Expectations

We believe that every child can achieve great things. Our aspirations are no lower for our most vulnerable pupils.

2. Excellent Teaching

A teacher affects a pupil's achievement more than any other factor. We prioritise teacher development, supporting them with training and progression so that they can deliver excellent teaching.

3. Knowing Every Child

Every child knows, and is known well by, the adults in the school. We also involve families in all aspects of school life.

4. Depth for Breadth

We prioritise mastery in every subject so students' learning is deep across the curriculum range.

5. Exemplary Behaviour

Our schools are characterised by a respectful environment, where teachers can focus on teaching and pupils can focus on learning.

6. Always Learning

Learning is at the heart of what we do and what we invest in – for all. Our teachers are professionally curious and our children have access to a rich academic curriculum and a diverse range of experiences.

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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🌐 arkconway.org