



Graduate Assistant to the Senior Leadership Team

Candidate Information Pack

Spring 2018



Graduate Assistant to the Senior Leadership Team

Reports to: Vice Principal – Head of Secondary
Start date: September 2018
Salary: £20, 583 - £24, 376



Learn to lead by assisting an exceptional team of teachers and leaders who are redefining what is possible for schools serving an inner-city community.

At King Solomon Academy, we believe that no child's life chances should be limited by where they come from or their family background. Our mission is to provide a rigorous & transformational education that prepares our pupils for success at university and beyond. The academy is achieving remarkable things. In our first four years of GCSE results, we have regularly achieved nationally ground-breaking outcomes, including being the top 1% for pupil progress every year, and in three of the last four years, we have been in the top 10 schools in the country.

This role offers a unique opportunity to work closely alongside senior leaders in the academy; learning directly what it takes to succeed as part of a high-performing team, while at the same time contributing immediately and directly to the running of an outstanding organisation. The Graduate Assistant to the Senior Leadership Team would have direct access to senior leaders in the academy, co-ordinating the work of the senior leadership team and often acting on their behalf. In doing so, the person in this role would rapidly develop their own leadership skills and would experience leadership and management challenges first hand as they undertake their own leadership development journey within our soon to be expanding setting.

In providing administrative support the senior leadership team, the person in this role will ensure that the work of senior leaders is always well-prioritised and efficient; allowing senior leaders to focus on the highest leverage tasks which will drive school improvement. In doing so, they will develop an understanding of the full, wide-ranging number of tasks involved in running an outstanding academy which is attempting to address educational disadvantage in an inner-city community in central London. They will also have direct oversight and responsibility over two critical strategic aspects of school leadership: the management of the school timetable and the arranging of formal, statutory assessments and examinations in the academy.

In managing the school timetable, the person in this role will be required to communicate effectivity, efficiently and professionally with every member of staff in the academy. They will demonstrate problem solving, analytical and data-management skills in building a timetable which meets the needs of over one-hundred internal stakeholders and many other external stakeholders. They will also develop technical skills with a range of software types in the construction and development of the timetable. Through the oversight of examinations, the person in this role will be in a position of absolute trust over an aspect of the academy which its reputation and success is based upon. They will need to advise senior leaders, train teaching staff, recruit and manage temporary examinations staff and oversee a logistical operation which ensures that all examinations in the academy are undertaken in the optimal conditions for success and security.

This role is for somebody looking to make an immediate impact in a high-performing organisation, with a view to growing to having increasing oversight over the leadership and management of an expanding inner-city school that is putting all its pupils on a path to success at university & beyond.

To apply, and to see more information about the school and this role please visit <http://kingsolomonacademy.org/current-vacancies>. The deadline is **11am on Friday 13th April 2018**.

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The Role

Co-ordinate the work of the Senior Leadership Team to ensure the efficient & effective running of the secondary school in its attempts to provide a rigorous and transformational education which prepares pupils for success at university and beyond.

Key Responsibilities

- Provide administrative support to the secondary school leadership team
- Manage the school timetable in a manner which balances efficiency, staff workload and academic curriculum needs
- Lead the arrangements for formal assessments and examinations in the academy

Outcomes and activities

Assisting the Secondary School Leadership Team

- Co-ordinate, attend, monitor and record actions from leadership team meetings in the secondary school
- Communicate with staff, parents, colleagues and external organisations on behalf of leaders in the secondary school
- Manage events, including training events and workshops, led by school leaders
- Manage data and perform data analysis on behalf of leaders in the secondary school
- Promote the work of the secondary school online through the website & social media
- Collaborate with colleagues across the school in co-ordinating recruitment activities
- Review and amend academy policies on behalf of school leaders

Assessments and Examinations

- Manage the electronic download of examination results on results days (A-Level, GCSE and SATs) and then the process of distribution to SLT, teachers and pupils
- Ensure the smooth running and integrity of all systems and procedures related to public examinations, including the management of the examinations budget
- Direct staff in the accurate entry processes for examinations
- Monitor national developments education, qualification and assessment policy
- Recruit and train a team of invigilators, ensuring that the Joint Council's 'Instructions for the Conduct of Examinations' is adhered to at all times
- Liaise with the awarding bodies to ensure that pupils receive any special consideration due to them together with allowances for prevailing circumstances
- Assist the senior leadership team in the timetabling of exams
- Design examination, rooming and invigilation timetables for pupils and staff

Timetable and Logistics

- Design and implement schedules for classes & teachers in response to events & activities
- Respond to staff absence by co-ordinating with staff to organise cover for classes
- Periodically evaluate & advise senior leaders on how to maximise efficiency
- Build the school timetable in collaboration with middle & senior leaders
- Edit and amend the school timetable in response to the changing needs of the academy, staff and pupils through the year

Graduate Assistant to the Senior Leadership Team

Person Specification



Qualification Criteria

- Qualified to degree level and above
- Right to work in the UK

Experience

- Experience of events management or working in a high-performing team
- Experience of liaising between different agencies, departments or organisations
- Experience of using Microsoft Excel, PowerPoint and Word to research & communicate

Skills and Attributes

Leadership

- Capacity to maintain composure in high pressure circumstances
- Willingness to challenge colleagues and others in order to achieve the best outcomes
- Effective team worker and leader
- High expectations for accountability and consistency
- 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 pupils

Alignment with KSA vision

- Relentless drive to do whatever it takes to ensure the academy achieves its mission
- The courage and conviction to make a difference

Communication Skills

- The ability to listen and communicate effectively
- The ability to influence and motivate others
- Empathy and the ability to understand the needs, aspirations and motivation of diverse individuals and groups

Problem solving

- Identify, analyse and resolve problems and issues.
- Develop plans with concrete outcomes and effective solutions.
- Evaluate results and identify necessary actions.
- Make fact-based decisions.

Resilience

- Sustain energy, optimism and motivation in the face of pressure and setbacks.
- Stay calm in difficult situations and maintain clarity of vision.
- Be adaptable in the face of adversity.
- Results and learning orientation
- Awareness of own strengths and limits
- Commitment to ongoing improvement and learning
- Focus on achieving challenging goals and results
- Resourcefulness and flexibility in delivering outcomes

Other

This post is subject to an enhanced Disclosure and Barring check.



Being part of the Ark network

Ark is an international charity, transforming lives through education. We exist to make sure that every child, regardless of background, has access to a great education and real choices in life.

We know that great schools need great teachers, which is why we offer you the very best training and support at every stage of your career - from starting out as a trainee to running your own school.

Our highly-successful network of 36 schools educates over 20,000 students across Birmingham, Hastings, London and Portsmouth. They are achieving some of the best results in the country despite being largely in areas of historic academic underachievement.

Ark schools prioritise six key principles: high expectations; excellent teaching; exemplary behaviour; depth before breadth; more time for learning; knowing every child.

Ark invests significantly in a number of professional development programmes which complement academy level training:

- The Ark training menu: we have developed a bespoke training menu, which is accessible by all staff in the network offering a wide range of training modules to staff in all roles
- Network support: schools share CPD, allowing us to share best practice and role specific training across the network, facilitated by in-school and central staff
- Ark staff receive 10 training days each year rather than five.

Ark runs a number of additional programmes, including:

- Leading Impact for senior leadership development
- Lead Teachers, aimed at developing the skills of outstanding teachers to improve performance of other teachers
- Outstanding Teachers, aimed at good teachers aiming to improve and embed outstanding practice
- SEN training for new to role and established SENCOs
- New Teacher induction

Ark is at the forefront of changing education society through education. We run Initial Teacher Training through School Direct and we co-founded the Future Leaders and Teaching Leaders development programmes and offers teachers and support staff a comprehensive range of school-based first class professional development opportunities.

Ark Safe 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.

Disclosure

This post is classified as having substantial access to children, and appointment is subject to an enhanced police check of previous criminal convictions (DBS). Applicants are required, before appointment, to disclose any conviction, caution or binding over including 'spent convictions' under the Rehabilitation of Offenders Act 1974 (Exemptions) Order 1975. Non-disclosure may lead to termination of employment. However, disclosure of a criminal background will not necessarily debar individuals from employment – this will depend upon the nature of the offence(s) and when they occurred.

Reference checking

References from the previous and current employer will be taken up 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 safe guarding and relationships with pupils.