



Head of Junior School (Primary, Year 5 and 6) Candidate Information Pack

Dear candidate,

We are seeking an exceptional leader, ready to join the leadership team in our high-performing school and to contribute to showing what education can achieve.

KSA aims to transform the lives of its pupils. Our mission is to provide a rigorous education that prepares our pupils for success at university and beyond, irrespective of their starting point. Our teachers and leaders do whatever it takes to make this a reality.

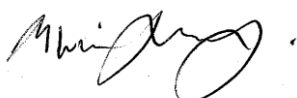
We are excited to offer the new role of Head of Junior School. Alongside playing their part in the overall leadership of the whole primary school, this role will take leadership of the Junior School, leading nearly two hundred pupils across Year 5 and Year 6. It is an exciting opportunity to ensure excellent outcomes and excellent culture for our pupils at a crucial stage of their all-through journey as they transition out of our Younger Years Site in Year 4 through to being ready to transition into Secondary in Year 7.

Senior leaders at KSA provide strategic and operational leadership across many areas beyond their immediate remit, and as such the successful candidate will have a real opportunity to have a significant impact on the future of the whole school. The scope of this leadership role means it is not class-based; the Head of Juniors spends the vast majority of their time leading curriculum and teacher development rather than teaching. Experience in leadership of maths is highly desirable, but not necessary.

This role could be an excellent next step for an experienced primary senior leader coming out of being class-based and keen to take on headship in the future. It might also suit an experienced secondary leader eager to make the transition into learning more about primary leadership. Whilst we recognise this role might be something of a jump for a current middle leader, we are willing to consider applications from less experienced leaders who are 100% aligned to King Solomon Academy's values, mission and approach and can evidence significant impact in their career to date.

This role is open to internal and external candidates. To apply, follow the link at <http://kingsolomonacademy.org/current-vacancies> by **11am** on **Wednesday 12th October**. For an informal conversation about the role, please contact Shaheen Riaz, at s.riaz@kingsolomonacademy.org and 0207 563 6901.

Yours sincerely,



Max Haimendorf
Principal

Job Description: Head of Junior School

Reports to: Associate Principal, Head of Primary
Start date: January, April or September 2023 (as agreed with candidate)
Salary: Leadership Scale

The role

The Head of Junior School will lead on the culture and curriculum of our Junior School (Year 5 and Year 6).

The role demands someone who is confident to lead this important phase of primary on the Older Years Site, working closely both with other senior leaders in the primary phase on Younger Years Site (Nursery-Year 4) and with senior leaders in the secondary school (Year 7-Year 13) as well as with all-through leaders in safeguarding and SEN.

The successful candidate will show they have the ambition and flexibility to develop as a leader in all aspects of school leadership.

An ability to lead the primary maths curriculum is desirable but not required.

Key responsibilities

The precise areas of responsibility for this post will be agreed based around your skills and the needs of the school, but it is anticipated that you will be able to:

- Articulate clear values and moral purpose and alignment to KSA's mission, vision and values
- Promote high expectations in all areas of the academy for pupils and staff alike
- Model excellence in the classroom, leading the development of colleagues at all levels
- Train, coach and line manage identified teachers and leaders
- Confidently monitor and evaluate data and identify priorities for continuous improvement
- Communicate effectively & build strong relationships with the whole academy community
- Deputise for leaders including the Principal and other relevant leaders when required
- Along with other senior staff, take responsibility for:
 - Safeguarding
 - Pupil culture and behaviour
 - Curriculum
 - Teacher development and wider professional development of the team
 - Recruitment

Key tasks

- To lead or contribute to leading the strategic direction of teaching and learning across the academy, and in specific year groups, through leading PD, Intellectual

Preparation, facilitating coaching middle leaders and teachers and mentoring other identified teachers who need additional support

- To lead or contribute to leading the strategic direction of pupil culture and behaviour as well as their safety and personal development through observation and feedback, fostering excellent relationships with parents and external agencies and ensuring compliance with academy systems
- To teach and model outstanding practice in terms of classroom teaching, culture building, planning, preparation and assessment.
- To line manage, mentor and/or coach allocated middle leaders and/or teachers to ensure they are being led and managed in the best possible way.
- Together with other senior leaders, to provide overall leadership of the curriculum offer, to ensure that it provides our pupils with a transformational and rigorous curriculum which prepares our pupils for success in university and beyond.
- Together with other senior leaders, ensure all consequences, positive and negative (including all detentions, homework catch ups, in class isolation, internal exclusion and exclusion), are followed and executed in line with school policy, and where there are breaches of policy to take action to prevent reoccurrence, including holding staff to account.
- To maintain positive relationships with all pupils
- To be a professional role model for all pupils and staff in demeanour, appearance and attitude
- To monitor standards in their area of responsibility, evaluate and contribute to wider self-evaluation of the school
- To represent KSA effectively to external stakeholders.

Other specific responsibilities

- Lead line management meetings and circulate minutes promptly
- Attend and contribute to SLT meetings
- Supervise Saturday and holiday learning as required
- Supervise key parts of the school day as required (e.g. arrival or departure from school)
- Plan the provision and support for new staff
- Observe teaching, monitoring teachers' knowledge of data, setting of homework, marking and challenge to students' performance

Other

- Undertake other various responsibilities as directed by the Principal

Role review

This job description sets out the main duties of the post at the time of drafting. It cannot be read as an exhaustive list. These responsibilities will be discussed annually as part of the postholder's annual performance review and are subject to change. However, it may be altered at any time subject to need in consultation with the postholder subject to the Principal's approval.

Ark is committed to safeguarding children; successful candidates will be subject to an enhanced Disclosure and Barring Service check.

Person Specification: Head of Junior School

Necessary qualification criteria

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

Essential experience

- Experience of leading, coaching and managing staff
- Experience of leading a high achieving team within a complex school environment
- Experience of raising attainment in a challenging classroom environment
- Evidence of continually improving the behaviour and culture of groups of pupils

Skills and attributes

We are looking for alignment to our KSA values or at the very least, a candidate's clear, demonstrable capacity to develop them:

“Aiming high”

- Has evidence of sustained impact in senior or middle leadership
- Prepares for success with excellent organisational skills
- Works hard to achieve goals
- Never gives up on teammates or our mission
- Willing to play a full part in school life and go above and beyond to ensure success
- Energetic and driven by a ‘whatever it takes’ attitude.

“Working together”

- Works effectively as part of a team
- Seeks out opportunities to build on own and others’ strengths and helps others to be better through a culture of clear, kind feedback
- Makes a strong contribution to assessments and child-led planning

“Being kind”

- Able to create a safe, happy and successful environment for everyone in our community
- Shows gratitude
- Takes care of others
- Exhibits pride in achievements of self and others

“Leading the way”

- Has a passion for working with children
- Is a positive role model to others
- Is brave
- Shows initiative
- Feels passionate about creating a better future.

Other

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

King Solomon Academy

King Solomon Academy is a genuine all-through school, with our pupils staying with us from nursery to sixth form across two sites, ten minutes-walk apart. Because of this, we have a unique opportunity to have a long-term and dramatic impact on our pupils' lives. This all starts in our primary school, where our pupils develop, and grow a love of learning.

We have a strong track-record in making a significant impact on our pupils' lives. We adopt a mastery approach in primary, meaning that our pupils have more time and explicit teaching of the skills and concepts that underpin long term success in academics, enriched by a varied and cultural capital enhancing curriculum which inspires and engages our pupils. Our specialist teaching model enables pupils to benefit from expert teaching in PE, music, art, humanities and science and means all staff have time to plan each subject properly.

In September 2019 we merged with Ark Paddington Green Academy, forming one all-through school with Nursery-Year 4 on our Younger Years Site (Crompton Street) and Year 5 - Year 13 on the Older Years Site (Penfold Street). In May 2021, we opened a purpose-built nursery for 2-4 year olds. Our Younger Years Site has generous outdoor space, including a beautiful global food garden and a woodland garden where we run Forest School in EYFS and KS1. Junior School pupils benefit from all the resources of sharing a site with secondary: a huge MUGA, basketball courts, science labs, specialist music equipment and so on.

We believe in aiming high, working together, being kind and leading the way. Through weekly individual coaching, year group intellectual preparation time and whole school and network PD, we invest in every teacher's growth and development to ensure everyone can excel in creating the best possible climate for learning for our pupils to thrive in.

Our current senior team in primary is made up of the Associate Principal, Head of Primary and five Assistant Principals, four of whom take responsibility for two year groups each including line managing staff in that phase. Our remaining Assistant Principal is our Head of Inclusion. Primary senior leaders are also part of an all-through leadership team working in collaboration with leaders in the secondary phase of King Solomon Academy to ensure one joined-up community.

Principal – Max Haimendorf

Max Haimendorf graduated from Oxford and joined the first cohort of the Teach First programme, teaching Science in West London. Following work at Teach First central office he joined the consultants Oliver Wyman where he worked in finance strategy. Whilst there he wrote about the importance of small schools in Teach First's first Policy Paper, Lessons from the Front. In 2008 he was appointed as Secondary Headteacher of King Solomon Academy, starting the Secondary part of the school in September 2009. He has now led KSA through two outstanding Ofsted inspections and to achieve the highest GCSE results in the country for a non-selective school in 2015. He became all-through Principal of KSA and Executive Principal of Ark Paddington Green Primary Academy in September 2016. Max was awarded an OBE in the Queen's Birthday Honours 2020.



“We are dedicated to doing whatever it takes to ensure each of our pupils has the chance to attend an academically rigorous university.”

Associate Principal: Beth Humphreys

Beth Humphreys graduated from the University of Edinburgh with an MA in English Literature and French and then completed a second Masters' degree in Educational Leadership at The Institute of Education. She joined KSA secondary in 2012 as an Assistant Head and then Deputy Head, leading on curriculum and professional development before she became Head of Primary in January 2017 and Associate Principal. She is proud to have served our all-through community for over ten years and is passionate about ensuring our children get the very best start in life anyone could give them.





About Primary at KSA

King Solomon Academy is focused on providing the highest quality education to every pupil – from day one.

We believe that the foundations of our school are built in our Early Years and throughout Primary. As an all-through school we know that the successes here echo through a child's whole education and into their lives beyond. If we can help pupils to be confident and engaged learners in the primary years, we can set them up for success in their futures.

We have a unique opportunity to have a long-term and dramatic impact on our pupils' lives. As our children start with us, we are passionate about creating mastery of all aspects of learning to love to read and enjoy maths and writing, as well as creating the classroom culture which fosters rapid and significant character growth. In this way we believe our classrooms have vital importance in our ability as a school to affect change in the lives of our pupils.

KSA Primary is characterised by the formation of extremely positive and influential relationships between the school, pupils and their parents. We aim to support the development of the whole child, including their upbringing at home. Our curriculum is rich and varied; teachers are encouraged to dream big in their curriculum choices to inspire and engage pupils. In preparation for learning musical instruments in Year 4, we invest in specialist music learning throughout the school – sport, drama and other enrichment activities also benefit from our all-through setting. We are delighted to be able to offer Forest School lessons to all pupils throughout Nursery, Reception and KS1, through our investment in a dedicated Forest School teacher.

We have achieved great success at effectively starting our pupils on their journey through education. We teach Phonics exceptionally well – achieving in the top 5% of schools in the country. Our KS2 results in 2022 were strong with 74% of our pupils achieving Age Related Expectation across reading, writing and maths. We are striving for that to be 90%+. We are driven by an unerring commitment to close the attainment gap between children of different socio-economic backgrounds and as such, want to rapidly improve pupils’ attainment. Closing the gap at the youngest possible age means we can go on to ensure our pupils benefit from a rich curriculum in the Junior School and into Middle and Upper School so that by the time they are in Sixth Form, a life of success awaits them.

Our approach to planning and development are collaborative and enable our primary teachers to benefit from the expertise of others and build their own confidence in driving an excellent curriculum. Our use of specialist teachers ensures that teachers have a significant amount of time to plan their lessons.

Being a Senior Leader in the Ark network

Ark is an international charity, transforming lives through education. Ark exists to make sure that every child, regardless of background, has access to a great education and real choices in life. The highly-successful network of 34 schools educates over 20,000 pupils 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.

As a senior leader at KSA, you become part of a growing cohort of senior leaders who work together and learn from one another to build the best possible schools. The opportunities for further growth and responsibility, inside KSA and beyond are significant.

Ark runs a number of additional leadership programmes which provide structured support for our leaders to develop. This includes coaching and the opportunity to visit other successful schools inside and outside the Ark network.

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 safeguarding and relationships with pupils.

If you can't fly then run, if you can't run then walk, if you can't walk then crawl,
but whatever you do you have to keep moving forward.

Martin Luther King

