



ISAAC NEWTON
ACADEMY

Finance and Resources Manager/ Director

Information Pack
January 2012



Isaac Newton Academy
c/o ARK Schools,
65 Kingsway,
London, WC2B 6TD

January 2012

Dear colleague,

Thank you for your interest in the post of Finance and Resources Manager/Director at Isaac Newton Academy, an ARK School. I'm delighted to have this opportunity to introduce myself, to give some details about our school and to describe the kind of Middle or Senior Leader we hope to appoint to the position.

Isaac Newton Academy will open in September 2012 in Ilford, East London, in brand new, purpose-built accommodation. The academy has been carefully designed with ARK's philosophy in mind and will have facilities and resources to support a rich and diverse 21st century curriculum. It will have an intake of 180 year 7 pupils each year. When full, in 2018, there will be 1,250 pupils (900 11 – 16 year olds and 350 sixth formers). The academy will benefit from joining a number of successful secondary schools in the diverse Redbridge community as well as being part of the ARK Schools network.

I feel both privileged and excited to have been appointed as Isaac Newton Academy's Principal. This is my third Headship but without doubt my most exciting leadership opportunity. The chance to create a new and outstanding school from scratch, designing the curriculum, policies and procedures, structuring the school day and year and appointing the staff, is a rare and golden one.

The post of Finance and Resources Manager/Director at Isaac Newton will be a key position. The post-holder will be centrally and strategically involved in ensuring that systems and operating structures are in place to support all students in achieving their potential and making excellent progress. They will role model outstanding leadership in ensuring that financial and administrative procedures, facilities, premises and catering management and human resources and personnel systems support the academy in achieving its ambition vision. The post is advertised as a management (middle leadership) or directorial (senior leadership) role to reflect the fact that we are keen to consider either experienced Finance and Resources Leaders/School Business Managers who have the experience and expertise to be appointed as a Senior Leader or aspirant FRDs/up-and-coming middle leaders who might, if appointed, start as a manager and part of the academy's extended leadership team and grow into the role of Director.

First and foremost, I am looking for an individual who is committed to ARK's six pillars (see page six) and feels as passionately as I do about the school's vision (outlined in the prospectus found on the academy website). You will read that at Isaac Newton Academy we will have extremely high expectations of ourselves and of each and every student. It is important that the FRM/D believes unwaveringly that, regardless of background or prior attainment, every student entering the school has the potential to leave with a set of qualifications that will enable them to pursue their education at a top university or a career of their choice. You will see that we are setting ourselves very ambitious goals and the FRM/D will play a central role in ensuring that Isaac Newton becomes a truly great school. The post-holder will require determination, resilience, optimism and creativity in order to shape the systems and operating procedures to develop a successful academy.

The successful applicant will possess emotional intelligence and have a track record of forming excellent relationships with students, staff, parents, governors and members of the community. S/he must possess qualities of reflectiveness and humility as well as a healthy sense of humour!

It is my vision that Isaac Newton Academy will be at the centre of the local community, with opportunities for the students' parents, siblings and neighbours to attend classes and benefit from the amazing facilities. I am looking to appoint an FRM/D who shares this desire to enrich the lives of residents of Ilford and make the school a true community school.

And what can you expect from me as your Principal? I will be committed to providing you with the resources necessary to support students of all abilities in progression and development. I will prioritise the CPD needs of you and your team. I will ensure that you receive supportive and developmental line management and coaching. I will involve you in contributing to the strategic leadership and management of the academy as a member of the senior leadership/extended leadership team.

If what you have read about Isaac Newton Academy chimes with your personal educational philosophy, I very much hope that you will consider applying for the post. This is a challenging yet highly rewarding leadership opportunity.

To find out more, please go to www.isaacnewtonacademy.org.

To apply, please go to <https://application.arkschools.net/?r=yQnVg69T> . The deadline is **9am on Monday 6th February**. For an informal, confidential conversation about the role, please contact Holly Harris on 0203 116 0894 or at holly.harris@arkonline.org.

Yours faithfully,

A handwritten signature in blue ink that reads "Rachel Macfarlane". The signature is written in a cursive style.

Rachel Macfarlane
Principal

About Isaac Newton Academy

The academy will be a non-selective, co-educational school, with six forms of entry. It will be based in new buildings between Ilford High Road and Green Lane in Ilford.

The London Borough of Redbridge forecasts a significant deficit in secondary school places over the coming years. The new academy will thus serve a critical, long term need for the community. Although the local area encompasses considerable economic disadvantage, its young people achieve some of the best results in London schools. ARK Schools have been chosen to sponsor the academy because of the success of our educational model and the alignment of our educational vision with the Redbridge context.

Small school model

ARK believes that a small school model encourages improved behaviour, attendance and academic achievement. Thus, Isaac Newton Academy will be divided into small schools within the overall academy. The Principal will take overall responsibility for the academy, delegating responsibility for behaviour, day-to-day running and pupil attainment to the heads of each small school.

Curriculum

The academy's curriculum will be built on a philosophy of academic achievement and depth before breadth. Teaching and learning will be intended to elevate, to the greatest extent possible, students' knowledge, skills and ambition to learn: thereby equipping them to succeed at university and beyond.

Specialisms: mathematics and music

All ARK academies have specialist status in mathematics, which underpins much that is essential to academic success. Mastering theory, logic and practical competence opens up professions from medicine and science to accounting, IT and many others. ARK invests in the resources to attract, train and retain the best maths teachers.

We also offer pupils extra time for music lessons and access to ARK's music programmes that provide curriculum and teaching support for music provision in school and network-wide music experiences, including the annual Barbican Gala performance.

Through the pursuit of excellence in music, pupils can develop leadership and collaborative learning skills. They gain performance experience, the opportunity to work with a wide range of professionals and have the opportunity to perform publically.

Sports

The academy will also have a keen focus on sports, allowing pupils to learn the virtues of practice, discipline, resilience, teamwork and competition; to develop a sense of pride in representing their school; and above all to appreciate the link between a healthy body and a vigorous mind.

About ARK Schools

ARK Schools runs a network of eleven academies in London, Portsmouth and Birmingham. ARK Schools was created in 2004 to work with the Department for Education and local authorities to create new schools offering exceptional opportunities to children in inner cities through the academies programme.

Our aim is to help close the achievement gap between children from disadvantaged and more affluent backgrounds. Our academies focus on raising attainment so that every pupil has a real choice of going on to higher education when they complete school. Our schools are non-selective, community schools for local children. They are non-denominational other than where they replace a school that previously had a religious affiliation. ARK's academies are generally situated in deprived urban areas – just under half of pupils at ARK secondary schools are on free school meals, compared to around 15% nationally.

The ARK Schools Network

ACADEMY	BOROUGH	OPENED	AGE	OFSTED	
				Predecessor school	Section 5 inspection
Burlington Danes	Hammersmith	2006	11-18	Special measures	Good
King Solomon	Westminster	2007	3-18	New school N/A	Outstanding
Walworth	Southwark	2007	11-18	Satisfactory	Good (with outstanding capacity to improve)
Globe	Southwark	2008	3-18	Special measures	Good (with outstanding capacity to improve)
Evelyn Grace	Lambeth	2008	11-18	New school N/A	Satisfactory
Ark	Brent	2008	3-18	New school N/A	Outstanding
Charter	Portsmouth	2009	11-18	Notice to improve	Good (monitoring visit)
St Alban's	Birmingham	2009	11-18	Good	Outstanding
ARK Atwood Primary	Westminster	2011	3 – 11	New school N/A	Pending
ARK Conway Primary	Hammersmith	2011	3 – 11	New school N/A	Pending
ARK Oval Primary	Croydon	2011	3 – 11	Special Measures	Pending

New schools: ARK will be opening a number of primary schools as academies in London and across the UK (with specific locations to be finalised). Furthermore, four secondary schools will also be opening in 2012, including Isaac Newton Academy in Redbridge, Essex and Bolingbroke Academy in Wandsworth, London.

Our Vision

Our vision is to create a group of outstanding schools that radically improve our pupils' life chances. We want every pupil at an ARK academy to do well enough by the age of 18 to go to university or pursue the career of their choice. To achieve this we prioritise six key principles across our schools:

1. HIGH EXPECTATIONS

We set exceptionally high expectations for all our pupils which we reinforce constantly as they go through school. We believe every child can realise their potential with the right teaching and support.

2. EXEMPLARY BEHAVIOUR

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

All our schools aim for uninterrupted teaching and learning to make exceptional achievement possible. We don't accept excuses and we don't make any either.

3. EXCELLENT TEACHING

Nothing is more important than excellent teaching, underpinned by high quality professional development. We make intelligent and appropriate use of data to improve teaching and the curriculum and to ensure that no child is left behind. We draw on evidence and experience of the best ways to achieve excellent outcomes for all children.

4. MORE TIME FOR LEARNING

Our longer school day provides more time to embed core subjects and to extend the curriculum through enrichment. Our curriculum is planned to provide pathways from any level at entry to high achievement at exit.

5. DEPTH BEFORE BREADTH

A strong command of English and mathematics is a vital foundation for the whole curriculum. We prioritise depth before breadth, so that all pupils secure firm foundations in these core subjects as early as possible.

6. SMALL SCHOOLS

ARK academies are organised as small schools so that every pupil knows and is known well by every teacher within their small school. Positive relationships between pupils reinforce a culture of excellent behaviour and commitment to learning.

Achievement to Date

Secondary results

- ARK Schools has secured a fifth year of improved GCSE performances across its academies. ARK's five academies with GCSE results achieved an average rise of 11 percentage points over last year.
- Since each school opened as an ARK academy the average annual increase in pupils achieving five GCSEs at A*-C including English and mathematics is also 11 percentage points.
- ARK academies are now outperforming national attainment in the key subjects of English and mathematics. In mathematics, 73% of ARK pupils achieve A*-Cs compared with 59% of pupils nationally. In English 69% of all ARK pupils now achieve A*-C grades, compared with 65% nationally.
- Overall 61% of our pupils achieved five good GCSEs with English and maths, ahead of the national level of attainment (58%, 2011).

% pupils passing 5 GCSEs A* - C (including English and Maths)	Opened	2009	2010	2011	Percentage point increase 2010 - 2011	Average annual percentage point increase since opening as ARK academy
Burlington Danes	2006	50	67	75	8	9
Walworth	2007	45	59	70	11	11
Globe	2008	35	42	45	3	6
St Alban's	2009	31*	50	67	17	19
Charter	2009	21*	24	39	15	9
Average across ARK Schools					11	11

*Denotes result for predecessor school

Primary results

- At King Solomon, Ark and Globe Academies key stage one pupils achieved results well above local and national averages in every subject in 2011. Despite starting from relatively low baselines, an average of 68% of pupils reached level 2a across their subjects, compared with 43% of pupils in primary schools nationally.
- In Globe Academy 93% of pupils achieved Level 4+ in English and maths - 10% above the national average.
- King Solomon Academy and Ark Academy are both rated as 'outstanding' by Ofsted.

Sixth form results

- More than two thirds of ARK's first Sixth Form cohort, at Burlington Danes Academy, secured places at their first choice university. Students are going to leading institutions including Warwick, Bristol and King's College London.

ARK Schools staff benefits

We are committed to recruiting, developing and supporting excellent staff within the network. Alongside our continued focus on professional development through the Summit, Hub Days and the Training Menu we also offer a variety of other benefits. These benefits have been chosen to help our employees develop professionally, plan their finances and look after their wellbeing.

MA bursary - ARK Schools offers teaching staff the opportunity to further their knowledge and understanding of education through a subsidised part-time MA at King's. The MA bursary covers the majority of the circa £4,000 course fee, with teachers expected to contribute just £1,000.

ARK Rewards – ARK Schools has a discount scheme for all employees. Employees can access up to £1,000 in savings a year from over 3,000 major retailers, receive up to 40% discounts at a wide variety of gyms and sign up for a money back healthcare programme.

- **Discounts** – Save up to £1,000 a year through store discount cards, or cashback with online shopping.
- **GymFlex** – Save up to 40% at your local gym.
- **Healthcare** – This low cost plan gives you money back towards the cost of your optical bills, dental costs and consultations.

Interest Free Loans – ARK Schools offers employees up to £5,000 in interest free loans for season ticket or bicycle purchases.

Childcare Vouchers – All employees are eligible for tax free childcare vouchers as part of a salary sacrifice scheme.

International development opportunities – In spring 2011 the mathematics leads from across the network visited Singapore in order to examine and share best practice. There have also been on several other trips this year – the staff from King Solomon Academy visited the best charter schools in New York and the primary leaders from across the network also visited various charter schools in New Orleans.

Suggest a Candidate Scheme – ARK Schools rewards employees for nominating candidates who are successful in being offered (and accepting) a role in an ARK School.

Job Description: Finance and Resources Manager / Director

Reporting to:	The Principal
Responsible for:	All Operational Staff
Line management of:	Operations/Premises Manager, Catering Manager, Finance Officer and Admin Manager.
Start date:	June 2012
Salary:	Highly competitive, depending on experience and expertise on appointment

The Role

To provide the overall strategic leadership and management for all aspects of finance, HR, ICT, community usage, administration and operations support in the academy. To ensure that the resources of the academy are deployed effectively and efficiently to achieve the educational aims of the academy.

Key Responsibilities

Overall

- To be a member of the Extended or Senior Leadership Team, contributing to strategic planning and decision-making, leading staff training, task groups and student assemblies and attending Governing Body meetings
- To be responsible for all aspects of finance, HR, ICT, administration and operations support, including catering and premises
- To play a central role in the achievement of the educational vision of the academy
- To work with ARK Central and other academies in the ARK network to develop high quality systems and services throughout the network
- To keep up to date with legislation on financial, personnel and other relevant issues.

Financial

- To be responsible directly to the Principal and to the governing body for all financial and accounting procedures
- To assist the Principal in the preparation of an annual plan and budget and to ensure achievement of the budget once approved by the governing body
- To implement and keep updated the ARK Schools computer-based financial and management accounting systems for the academy
- To prepare management and financial accounts as required for the Senior Leadership Team, governing body and ARK Schools
- To ensure the effective implementation and operation of financial controls within the academy
- To prepare cash-flow forecasts to ensure that the academy cash position is consistent with its obligations
- To assist and supervise other staff in the operation of the academy's financial systems
- To ensure prompt and efficient completion of monthly, quarterly and annual returns, as required by the governing body, ARK Schools and by outside bodies including the DfE, local authority and Her Majesty's Revenue and Customs
- To prepare annual accounts figures for consolidation into the overall ARK Schools' annual accounts, including supporting schedules
- To act as the key contact for the annual audit of the academy's accounts
- To maintain regular liaison with banks and auditors

- To set up and monitor service level agreements and contracts and oversee their delivery and value for money, in line with ARK Schools contractual arrangements, where applicable
- To act as cost centre manager for specific budget areas.

Human Resources (HR)

- To ensure that the academy is compliant with all the ARK Schools HR policies and procedures
- To understand and accurately apply the ARK Schools pay and conditions document
- To deal with all matters relating to remuneration and pay roll, including; Her Majesty's Revenue and Customs queries, National Insurance, pensions, benefits in lieu of pay (travel loans etc.) and dealing with the outsourced payroll provider
- To monitor the recruitment procedure to ensure safer recruitment guidance within the ARK Schools 'Appointment Policy' is adhered to
- To maintain an up-to-date Single Central Record
- To ensure that all hard copy personnel files are kept accurate and up-to-date, and that the HR database (Snowdrop) is also accurate and up-to-date
- To provide support to the Principal and SLT with regard to HR issues/case work such as disciplinary or capability issues, working closely with the ARK Schools HR team
- To be an active participant in the academy's performance management processes, which will include an annual review and regular review of roles and responsibilities in the interest of the academy's needs
- To liaise and work closely with the ARK Schools HR team with regard to day-to-day issues and also long term strategic plans
- To provide necessary information as and when required from the ARK Schools HR team.

Administration and ICT

- To provide and manage an effective administration service to students and staff through the central administrative offices and reception
- To establish and oversee effective administrative and ICT systems and procedures for the academy, and to train and support staff to ensure that these systems and procedures are properly implemented and effectively controlled
- To be responsible for networked services across the academy, such as cashless catering and biometric registering, ensuring that training needs are met and systems work effectively
- To deal with all insurance correspondence and communications for the academy, ensuring that all necessary paperwork is completed to enable insurance cover to be effective
- Through the Premises Manager, to have full responsibility for managing and coordinating the academy's transport arrangements, including the maintenance and use of academy-owned vehicles
- To ensure that the academy complies with Data Protection and Freedom of Information legislation, in conjunction with ARK Schools Governance Team
- To organise and, where appropriate, lead operational staff training and INSET
- To be centrally involved in the selection and recruitment of operational staff
- To ensure that all new staff are inducted effectively
- To convene and chair admin team meetings.

Purchasing and Lettings

- To be responsible for the development and operation of effective purchasing and procurement systems and procedures across the academy, in line with ARK Schools contractual arrangements
- To achieve for the academy the most competitive pricing for goods and services in compliance with current and relevant procurement legislation
- To manage the hire of facilities for the academy within approved procedures and guidelines
- To manage the letting of the academy's facilities within approved procedures and guidelines to meet the vision of the academy and to maximise income.

Facilities Management and Security

- Through the Premises Manager, to be responsible for the maintenance and cleaning of the buildings, sports facilities and grounds, including the off-site field
- To be responsible for the development of new facilities within the academy and its grounds
- To ensure that the maintenance programmes function effectively and within the budget
- To ensure appropriate reporting, monitoring and control systems relating to the academy's internal building fabric and furniture, including the production and maintenance of an Asset Register
- To lead on sustainability issues (such as recycling and energy efficiency) with the students and staff
- To be responsible for the management of security, during the school day and during the community use of the academy including the closed circuit television cameras
- To be responsible for the day-to-day management of Health and Safety (H & S) within the academy, working with the ARK Schools H&S Advisor, ensuring that there is a H & S policy and Emergency Plan in place, that all staff have received H & S training and complete up-to-date risk assessments, arranging termly H & S inspections and reporting back regularly to the Principal and governing body
- To project manage any capital schemes, identifying appropriate funding sources, writing proposals for expenditure and liaising with relevant personnel.

Catering

- To oversee the provision of a high-quality daily food provision, including hospitality, in the academy in accordance with quality and cost criteria established by the Senior Leadership Team and governors
- To establish and lead a Food Focus Group to quality control the catering provision
- To be responsible for the midday supervisory team, convening regular meetings and identifying and organising appropriate training/professional development
- To oversee lunchtimes in the dining hall, ensuring good order and smooth flow of service.

Other

- To ensure, in relation to all the above responsibilities, that systems for monitoring and reporting are in operation
- To oversee community usage
- To work in collaboration with the Head of HR, Finance Director and Chief Operating Officer at ARK Schools, and counterparts in other ARK Schools
- To carry out other reasonable tasks from time to time as directed by the Principal.

Person Specification: Finance and Resources Manager/Director

Education and Qualifications

- Educated to degree level or equivalent
- Business Management qualification or professional accountancy qualification
- A record of Continuing Professional Development activities
- A CIPD qualification or some suitable level of HR qualification would be ideal but is not a requirement
- Well-developed ICT skills.

Knowledge and Experience

- Experience as a member of a Middle or Senior Management Team
- Experience and/or knowledge of schools' or education finance, HR and other aspects of education administration
- Knowledge and experience of financial management systems
- Experience of leading and/or managing budgeting and reporting processes in an organisation
- Experience of working with a range of internal and external partners including non-finance personnel
- Knowledge and experience of managing procurement, contracts for services, health and safety etc
- Extensive experience of managing and motivating staff
- Working knowledge of employment law and best practice
- Experience of having contributed to policy formulation, implementation, evaluation and review

Skills, Behaviours and Qualities

- Vision aligned with ARK and the academy's high aspirations and high expectations of self and others
- An understanding of the strategies needed to establish consistently high aspirations and standards of results and behaviour in an urban school setting and commitment to relentlessly implementing these strategies
- The ability to create a united, committed and highly effective staff team
- A confident and forensic use of data to inform and diagnose weaknesses that need addressing and ability to effectively action plan to raise performance
- A passion for promoting inclusive strategies
- An effective leadership and management style that encourages participation, innovation and develops colleagues' confidence
- The ability to work in close harmony with all staff
- The ability to lead, coach and motivate staff within a performance management framework, providing professional development and effectively challenging and managing any underperformance
- The ability to develop the leadership skills of others as well as to learn from others
- The ability to enthuse and inspire others
- Excellent listening skills
- Strong interpersonal, written and oral communication skills
- Strong organisational and time-management skills and the ability to delegate appropriately
- Passion, resilience and optimism to lead through day-to-day challenges while maintaining a clear strategic vision and direction
- A firm and constant belief in the unlimited potential of every student and a commitment to inclusive educational provision
- The ability to skilfully manage and maintain effective working relationships with parents, governors, community members, external agencies and other stakeholders
- A commitment to the safeguarding and welfare of all students
- The ability to develop positive relationships with all young people

- The ability to take personal responsibility, a readiness to reflect and self-evaluate and the ability to change, improve and develop
- Confidence and self-motivation
- The ability to work well under pressure and manage conflicting demands
- The ability to interpret complex legislation regulations
- The ability to be decisive
- High levels of honesty and integrity
- Flexibility and willingness to be adaptable
- A sense of humour and desire to have fun

Other

- This post is subject to an enhanced Criminal Records Bureau disclosure.
- The post holder must be committed to safeguarding the welfare of children and to providing equality of opportunity.

ARK Schools, 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. This process is outlined below, but can be provided in more detail if requested.

Disclosure

This post is classified as having substantial access to children, and appointment is subject to an enhanced police check of previous criminal convictions (CRB). 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.

Shortlisting

Only those candidates meeting the right criteria will be taken forward from application.

Interview

1. Longlisted candidates will be subject to a screening interview at ARK. Those shortlisted will take part in an in-depth interview process including a lesson observation.
2. Candidates will be asked to address any discrepancies, anomalies or gaps in their application form.

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.

Isaac Newton Academy Vision & Expectations

Our Mission and Core Purpose

Our mission at Isaac Newton Academy is to create a truly great school, one that is an outstanding centre of education and a vibrant learning community. Our core purpose is to provide the highest possible quality of education.

Our Vision

Isaac Newton Academy will equip students with the knowledge, love of learning and character necessary for success at university and beyond.

We will:

- Set clear, ambitious goals, and rigorously monitor our progress in achieving them
- Offer a curriculum emphasising core academic subjects, while providing the facilities and the specialist staff to meet and stimulate a wider range of interests
- Employ an approach to teaching that instils knowledge, understanding and a desire to learn
- Ensure that all students, teachers, staff and parents commit fully to making Isaac Newton Academy a vibrant learning community.

Our Ethos

We strive to create a stimulating, challenging and rewarding environment in which to support learning, teaching, development and progress. We share a collective duty of care for resources, facilities and accommodation.

At Isaac Newton Academy everyone is a learner with needs and entitlements. We all have a responsibility to support everyone else in the school community with their learning and a role to play in encouraging ambition, hope and optimism in our fellow learners.

We model good learning habits and we discuss and reflect on our learning journeys. Everyone is expected to work hard and with a common sense of purpose and direction.

The ethos of Isaac Newton Academy is one of mutual respect and consideration. Interactions between members of staff, between students and between staff and students are based on trust and the highest regard for each other. The language we use and the way in which we communicate with each other reflect this. The authority of staff is acknowledged and respected.

The differing backgrounds, abilities, views and outlooks of members of the school community are honoured. The particular needs, talents, interests and contributions of students are nurtured and developed.

Rachel Macfarlane

November 2011

Expectations of all staff

Core Purpose

To be totally aligned to the mission, core purpose, vision and ethos outlined above.

To demonstrate belief in the potential of all students to develop the skills and character and to gain the qualifications necessary for a place at a top university and success in life.

To do all within their ability to contribute to the provision of the highest quality of education at the Academy. To work hard with a focus on their contribution to this provision. To embrace shared accountability for the achievements of the students and the performance of the Academy.

To uphold all school policies and follow all agreed procedures with consistency and care.

To maintain zero tolerance of any form of student behaviour that runs counter to the Academy's stated aims and objectives: for example, disrespect, rudeness, bullying, dangerous/anti-social/loud behaviour, failure to bring basic equipment or complete independent learning tasks, possession of banned items, lateness.

Behaviour

To behave courteously, respectfully and professionally at all times, maintaining appropriate boundaries with students and parents/carers.

To provide excellent role modelling for students at all times. To demonstrate the characteristics and learning dispositions encompassed in the INA Bridges model (see below).

To take responsibility for developing students' emotional wellbeing as well as nurturing their academic potential: never behaving in a derogatory, intimidatory, abusive or sarcastic manner towards any member of the school community.

To maintain the highest standards of honesty and integrity at all times.

Not to engage in any behaviour in or out of school which could bring the Academy into disrepute. This has implications for use of social networking sites, engagement in additional employment and recreational behaviour.

Not to reveal any confidential information to which they have access to anyone except colleagues who need to be in possession of the details.

To ensure that Isaac Newton Academy is a non-smoking, gum-free and litter-free zone, and that there is no eating or drinking in corridors or learning areas.

Dress

To dress professionally: jacket and tie for male staff, formal/business dress for female staff, no jeans, flip flops, trainers (except when teaching PE), revealing clothes etc. Body piercing should be limited to an earring in each ear. Any tattoos should be hidden from view.

Commitment and involvement

To be on site for 8.10am and attend staff briefing every day at 8.15am (unless contract states an alternative start time).

To maintain excellent attendance.

To get to know the Academy's students and to take an interest in their lives beyond school through regular informal dialogue around school and when on duty, joining them for lunch in the school dining hall regularly and accompanying them on school trips and visits.

To attend key whole-school events in the annual school calendar, such as open evenings and awards ceremonies.

To attend school assembly each week.

To deliver or contribute to at least one extra-curricular or enrichment session for students each week during term time.

Routines

To be welcoming towards parents and carers, encouraging communication and partnership, returning calls/emails as soon as possible - ideally on the same day and certainly within 24 hours on school days.

To sign out if leaving the site during the school day.

Not to take academy property off site without authorisation.

To read staff notices at the start of every day and pass on student notices to students as required.

Personal Development

To engage in all whole-staff CPD as well as personal CPD activities.

To engage openly and positively in the academy's Performance Management procedures.

To operate an open-door policy, welcoming regular observation of and feedback on their practice.

To admit when they make mistakes, to be open to constructive feedback and to reflect on how their personal practice could be improved.

Staff of Isaac Newton Academy should recognise that failure to meet appropriate standards of behaviour and conduct may result in disciplinary action, including dismissal, in accordance with ARK policy.

Learning Dispositions and Characteristics developed through outstanding Teaching and Learning and a creative curriculum at Isaac Newton Academy

"We build too many walls and not enough bridges." Isaac Newton

CHARACTERISTIC

SHOWN THROUGH

BRAVERY

courage, creativity, leadership, experimentation, risk-taking, optimism

RESOURCEFULNESS

remembering, making connections, transferring, gathering, recycling, scavenging, questioning, reasoning, imagining, imitating

INTEGRITY

fairness, humanity, justice, citizenship, honesty, humility

DISCOVERY

curiosity, open-mindedness, enthusiasm, energy, noticing

GRIT

patience, persistence, resilience, determination, managing distractions, perseverance, concentration

EMOTIONAL INTELLIGENCE

listening, empathy, collaboration, sociability, reflectiveness, imagining, understanding, openness

SELF-DISCIPLINE

organisation, hard-work, patience, absorption, practicing, focus, prioritising, planning, prudence, revising, self-regulation, independence, motivation