



ISAAC NEWTON
ACADEMY

Office Manager/PA to the Principal

Candidate Brief
February 2012



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

February 2012

Dear colleague,

Thank you for your interest in the post of Office Manager/PA to the Principal 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 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 Office Manager/PA to the Principal at Isaac Newton Academy will be a key position. The administrative staff will be the public face of the school and our communication systems (written and oral) will set the tone and ethos of the Academy. The post-holder will be centrally involved in establishing the school's administrative systems and procedures and ensuring that routines are in place to effectively support excellent teaching and learning. He/she will also play a key role in supporting the Principal in all aspects of her work.

First and foremost, I am looking for an individual who is committed to ARK's six pillars (see pages six to seven) 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 post holder believes unswervingly 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. We are setting ourselves very ambitious goals, and the Office Manger/PA to the Principal 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 ensure that effective and efficient systems are in place to support every student to achieve their target grades.

The successful applicant will be a great organiser, a systematic thinker and an individual with excellent interpersonal skills, loyalty and integrity. S/he will possess emotional intelligence and have a track record of forming excellent relationships with children and adults. 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 Office Manager/PA who shares this desire to enrich the lives of residents of Ilford and make the school a true community school.



And what you can expect from me as your Principal? I will be committed to providing you with the environment, support and resources necessary to carry out your role to an outstanding level. I will prioritise the professional development needs of you and your team. I will ensure that you receive supportive and developmental line management and coaching. I will seek to build up a close, collaborative and trusting relationship with you as my PA.

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 key role in the Academy and a challenging yet highly rewarding opportunity.

To find out more, please visit www.isaacnewtonacademy.org.

To apply, please go to <https://application.arkschools.net/?r=SkQDFn97>. Please complete your application by **midday on Monday 12th March 2012**.

For an informal, confidential conversation about the role, please contact Holly Harris, on 0203 116 0894 or at gemma.mcphail@arkonline.org.

Yours faithfully,

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.

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.

Isaac Newton Academy has an additional specialism in music. 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, three 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.

ARK Rewards – ARK Schools has a saving 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 cash rewards 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.

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: Office Manager/PA to the Principal

Reporting to:	The Finance and Resources Director
Responsible for:	Office/Admin staff
Line Management of:	Office /Admin staff
Start date:	August / September 2012
Salary:	£25,000 - £35,000, depending on experience
Hours:	36 hours per week, 52 weeks a year
Disclosure level:	Enhanced

This job description should be read in conjunction with the Isaac Newton Academy Mission/Vision and Expectations papers found on the final pages of this brief.

The Role – key responsibilities

- To ensure a high standard of secretarial, administrative and management support for the Academy, in order to assist in the smooth running of all Academy activities
- To organise and supervise administrative systems and processes within the Academy
- To line manage, develop and enhance the practice of other members of the admin team, including chairing regular meetings with the team members
- To work in conjunction with the Principal and FRD to undertake recruitment, induction, performance management, training and mentoring of admin staff
- To ensure effective liaison between admin and teaching staff
- To provide a high standard of secretarial and administrative support to the Principal, enabling her to operate in a highly efficient manner
- To actively promote the academy and liaise with outside agencies as necessary, representing the Academy or ARK as appropriate
- To maintain a presence around the school to ensure that the highest standards of behaviour and site-usage are upheld
- To communicate and liaise with staff, students, parents, governors and members of the local community as appropriate
- To be active in issues of staff and student welfare and support
- To comply with and assist in the development of policies and procedures in relation to child protection, health, safety and security, confidentiality and data protection, reporting all concerns to an appropriate person
- To demonstrate a commitment to Equality of Opportunity for all members of the Academy's community.

Administration

- To establish a business-like office environment and promote good relations with all staff
- To establish a welcoming and efficient reception for visitors and parents
- To set up efficient and effective office management systems and procedures, for example filing, answering phones, organising electronic and other mail and correspondence
- To supervise and quality control the production of correspondence, reports and newsletters
- To ensure that all enquiries and correspondence are dealt with promptly and effectively, in a manner that promotes a positive image of the Academy
- To ensure that CRB requirements are followed for all visitors to the Academy
- To check that staff have accurate and up to date contracts of employment and to ensure that all staff personnel records are in order



- To arrange new intake and mid-term student interviews, overseeing all the associated admin and records, to support the process of recruiting students
- To support the process of recruiting staff, including the distribution of relevant documentation, liaison with applicants and arranging interviews
- To ensure that Safer Recruitment procedures are followed when recruiting staff and to maintain an up to date Single Central Record of all staff
- To organise the admin elements of key events in the Academy calendar such as Open Evening, Parents Evenings and Awards Evenings
- To make maximum use of the Academy's developing information and communications technology, including the network for diary management and the effective management of data bases

PA

- To meet and greet the Principal's visitors, displaying due courtesy and tact, to ensure that visitors are welcomed into a friendly and professional environment
- To set up and maintain efficient and effective systems for filing and organising correspondence, in liaison with the Principal, ensuring discretion and respecting confidentiality
- To support the Principal in managing her diary and appointments
- To produce letters, reports and documents, including confidential papers
- To deal with all phone calls and personal enquiries efficiently, effectively and professionally
- To arrange and assist with meetings as requested, including booking rooms, providing refreshments, preparation of materials and minutes taking, in order to ensure their timeliness and smooth-running

Health and Safety

- To ensure suitable and sufficient first aid cover is available throughout the academy's opening hours, organising training and maintaining records and first aid supplies
- To organise and monitor the administration of medication and ensure its safekeeping
- To undertake workstation assessments for staff as required
- To liaise with the independent Health and Safety Adviser
- To arrange, in conjunction with the Facilities Manager, health and safety audits and inspections
- To investigate safety matters raised by staff or students and to take any necessary action
- To ensure the statutory display of information (H&S poster, Certificate of Employer's Liability Insurance, etc)
- To be available to any member of staff to discuss and to seek to resolve health and safety problems
- To ensure that the circumstances of accidents are properly reported, examined and recorded and that all reasonable steps are taken to prevent or reduce the likelihood of a recurrence
- To ensure that all occupants and visitors, including those who will be undertaking work on the premises, are made aware of any hazards on site and of when and where such work activities may affect the occupants
- To encourage the staff's active participation in improving health and safety
- To keep up to date with the latest legislation and guidance within the areas of the role's remit
- To take appropriate action to ensure removal or reduction of hazards and risks
- To take note of health and safety bulletins, instructions etc issued, ensuring that where required these are distributed and maintaining a file of all such material which is readily accessible to all employees

Monitoring and Evaluation

- To monitor the effectiveness of administrative systems and procedures
- To ensure that all Academy policies are implemented consistently by office/admin staff



Staff Development

- To support the development and training of office/admin staff , ensuring that their career and professional development needs are met
- To establish a structure for mentoring, coaching and line managing office/admin staff
- To act as Performance Manager for members of the admin team, carrying out PM reviews in line with the Academy's policy and setting challenging and appropriate targets
- To support other members of the team in discharging their PM duties and to monitor the effectiveness of PM arrangements within the team
- To participate in the recruitment process for members of the admin team
- To ensure effective induction of new staff in line with Academy procedures
- To promote teamwork and to motivate staff to ensure effective relations
- To be responsible for the deployment of staff and the day-to-day management of colleagues, acting as a positive role model
- To provide advice to colleagues on career development etc.
- To support and challenge team members, including in circumstances when they are underperforming
- To organise effective team meetings with relevant agendas centred on supporting teaching and learning and raising attainment

Resources

- To effectively manage and deploy the office/admin staff
- To effectively manage the admin budget in order to progress agreed team and Academy priorities, maximise attainment and ensure value for money
- To effectively manage physical resources, stock and admin office accommodation and maintain an environment conducive to working and learning
- To manage service contracts
- To manage financial administration procedures
- To support in procurement and securing of sponsorship and funding
- To ensure that risk assessments and health and safety checks are carried out in line with Academy policy

Other

- To undertake training and development relevant to the post and in line with the Academy's priorities
- Undertake any other professional duties as set down in the ARK Schools pay and conditions of service document, and as directed by the Principal.



Office Manager/PA to the Principal: Person Specification

Qualification criteria

- Qualified to work in the UK
- Maths and English qualifications to grade C GCSE/O level or equivalent
- Relevant qualification in office administration and/or ICT applications (desirable)

Experience

- Experience of having worked successfully in at least one school in an urban, multi-cultural setting, with students from backgrounds of socio-economic disadvantage (desirable)
- Experience of running effective administrative, clerical and financial systems
- Experience of diary management (desirable)

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 subject team
- 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 follow instructions accurately, but make sound judgements and lead when required
- 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, literacy skills, numeracy skills and ICT skills (word, excel, internet, email and MIS/Facility databases)
- Strong interpersonal, written and oral communication skills
- Strong organisational and time-management skills and the ability to delegate appropriately
- Hard working, conscientious and accurate
- Adaptable, flexible and able to work with minimum supervision
- Approachable, calm and caring
- 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 and other stakeholders
- A commitment to the safeguarding and welfare of all students
- An understanding of the importance of confidentiality and discretion
- 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
- The ability to be decisive
- High levels of honesty and integrity
- 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.



Isaac Newton Academy Mission, Core Purpose, Vision, Ethos and Educational Philosophy

Our Mission and Core Purpose

At Isaac Newton Academy our core purpose (mission) is to equip students with the knowledge, learning power and character necessary for success at university and beyond.

Our Vision

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.

Our Educational Philosophy

‘Great teachers believe in the growth of the intellect and talent, and they are fascinated with the process of learning.’ Carol Dweck.

At Isaac Newton Academy we believe that all students have the potential to achieve outstanding educational outcomes.

We know that the brain is like a muscle, in that its intelligence grows with exercise. Scientists are learning that people have more capacity for life-long learning and brain development than they ever thought. Although each person has a unique genetic endowment and start with different temperaments and aptitudes, we know that experience, training and effort are critically important. It is not always those who start out the smartest who end up the smartest.

This has implications for how we teach and communicate with students (see Language For Learning Policy).

It is vital that the message that there is no such thing as fixed or “at capacity” intelligence is communicated to students. Carol Dweck, Professor of Psychology at Stanford University, has demonstrated that people’s beliefs about intelligence have a marked influence on how they go about learning. If they believe that intelligence is fixed (that people have a certain amount of ability which is incapable of expansion) this belief undermines their resilience, makes them more cautious and brittle learners (keen to hide deficiencies and play safe in their learning) and results in them being less likely to persevere (why try hard if their intelligence is fixed?). Conversely, if people believe they can get



smarter, they are much more likely to work hard, show grit and determination, relish the struggle and accept failure as just part of the learning journey towards success.

At Isaac Newton Academy staff communicate to their students in everything that they do a message that says “I am going to teach you” not “I am going to judge your talent”. They also convey the message that “There are no shortcuts. I am not a miracle worker but I believe in you, you can do it and I will not give up on you. I am determined to work hard to support you in growing your intellect and I expect you to work hard to expand your brain”.

It is vital that these same messages are conveyed relentlessly to parents and carers and that parents/carers are educated in the use of growth mindset language with their children (see Parents and BLP Policy.)

Staff Expectations

To be totally aligned to the mission, core purpose, vision and ethos of the Academy.

Core Purpose

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

To embrace shared accountability for the achievements of the students and the performance of the Academy. This will require hard work.

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

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

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

To behave courteously, respectfully and professionally at all times, maintaining appropriate boundaries with students and parents/carers (see Language for Learning Policy).

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. To maintain excellent attendance. To be on time for all lessons, ready to welcome students as they arrive, and to finish lessons punctually so that students will not be delayed for their next class. To be punctual for all meetings and school events.

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



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.