



*An opportunity to join an 'outstanding' all through academy.*

## **Assistant Headteacher: SENDCo and Inclusion**

# **CANDIDATE INFORMATION PACK**

May 2026

Dear Candidate

We are seeking to appoint a highly motivated, enthusiastic, organised and reliable Assistant Headteacher (SENDCo and Inclusion) to complement our Senior Leadership Team.

Ark Academy is a school with high standards, high expectations and is underpinned by our core values: Civitas, Excellence, Perseverance and Participation. Our goal is that every student, regardless of their background or privilege, can go to higher education or the career of their choice and participate fully in our democratic society.

Our core value is Civitas, and we teach children to be caring, polite, conscientious and motivated members of society. We want our children to aim high and be happy, successful citizens.

Ark Academy is an all-through academy, and we pride ourselves on being a part of a bigger picture of a child's education that can run from nursery all way through to sixth form. The ethos of the academy is the same in all sections of the school – a positive, aspirational and nurturing environment. Our staff put the needs of the children first and are focused on their progress. We value teamwork and professional development very highly so that we can do the very best job that we can for the children. We see the front office as the key interface between the school and our community – the school can only be as good as our parents think and the office team set the tone of the school at every interaction with parents.

We are looking for an Assistant Head to join our primary team, someone who is committed to driving standards and ensuring every child is challenged to achieve their maximum potential. We want a leader who has the skills and desire to develop and nurture every child in their care. They will deliver consistently good teaching and learning, in order to help all students to achieve excellent academic results. In return, they will work alongside staff who will coach, nurture and lead by example to ensure the best for their team.

To apply, please complete the online application by **5pm Friday 26<sup>th</sup> June**. If you would like to discuss the role in more detail, please contact me, on 020 8385 4371 or [j.elliott@arkacademy.org](mailto:j.elliott@arkacademy.org).

Applications will be reviewed on a rolling basis, so early application is encouraged. Only shortlisted candidates will be contacted.

We wish you the best with your application

**James Elliott**  
**Primary Headteacher**



## Ark Academy

### The Principal

Delia Smith is the founding principal of Ark Academy. Previously she was the headteacher of St Angela's Ursuline School in Forest Gate for 14 years. She has also been a schools' inspector and was awarded an OBE for services to education.

### About Ark Academy

We are a non-selective school specialising in **mathematics** and **citizenship** that serves children of all abilities. Our commitment is to know every pupil as an individual, and to foster the principles of team spirit, responsibility and care for others. Our pupils enjoy both a nurturing environment and the social benefits of a small school and the range and resources of a large, well equipped academy.

### Facilities

Our buildings were designed by award winning architects Studio E (who created the successful design for City of London Academy in Southwark) and are organised to support calm and ordered learning. Pupils have access to specialist indoor and outdoor sports facilities, excellent science and ICT facilities, music, Design and Technology, art and drama studios and a 150 sqm, well-stocked and up-to-date library as well as inviting and well-equipped classrooms



### About ARK Schools

ARK Schools is an education charity set up in 2004 to create a network of high achieving, non-selective, inner city schools where all pupils, regardless of their background or prior attainment, achieve highly enough by age 18 to have real choices: to go on to university or the career of their choice. ARK Schools has no faith affiliations.

All the ARK schools are situated in areas of high deprivation or educational need and our pupil profile reflects this: over half of our pupils are eligible for free school meals compared to 18% nationally.

The ARK network in the UK across London, Portsmouth, Birmingham and Hastings Each of our schools has its own distinctive character, reflecting its local community.

## **Job Description: Assistant Headteacher (SENDCo and Inclusion)**

<b>Reporting to:</b>	Headteacher
<b>Location:</b>	Primary
<b>Contract:</b>	Permanent
<b>Working Pattern:</b>	Full Time (non-classroom based)
<b>Salary:</b>	Ark Inner London Leadership scale 7-9 (depending on SENDCo experience)

### **The Role**

As Assistant Headteacher with responsibility for SEND and Inclusion, you will play a pivotal role in ensuring that every pupil, regardless of need or background, receives a high-quality, inclusive education and achieves their full potential. You will lead strategically and operationally on SEND provision across the school, championing inclusive practice, removing barriers to learning, and promoting a culture where all pupils are valued and supported. A passionate and highly effective leader, you will combine strong pedagogical expertise with a deep understanding of SEND and inclusion, driving improvements in teaching, learning and outcomes for all pupils.

### **Key Responsibilities**

- Lead and manage the school's SEND provision in line with the SEND Code of Practice
- Act as the school's SENDCo, ensuring effective identification, assessment and provision for pupils with additional needs
- Develop and implement a strategic vision for inclusion across the school
- Monitor and evaluate the quality and impact of interventions and provision for pupils with SEND and vulnerable groups
- Ensure statutory requirements (EHCPs, reviews, record keeping) are met to a high standard

### **Outcomes and Activities**

#### **Teaching and Learning**

- Promote high-quality teaching and adaptive practice to meet the needs of all learners
- Support staff in planning differentiated, inclusive lessons aligned to the curriculum
- Use assessment data to identify trends, target support and drive pupil progress
- Model excellent classroom practice and support staff through coaching and professional development
- Direct and supervise support staff assigned to lessons and when required participate in related recruitment and selection activities
- Implement and adhere to the academies behaviour management policy, ensuring the health and well-being of pupils is maintained at all times
- Participate in preparing pupils for external examinations.

#### **Staff Development and Collaboration**

- Lead training and professional development on SEND and inclusive practice

- Work collaboratively with teachers, support staff and senior leaders to improve provision
- Line manage and deploy support staff effectively to maximise impact
- Support recruitment, induction and development of staff working in SEND and inclusion

### **Pupil Outcomes and Support**

- Ensure pupils with SEND and additional needs make strong progress from their starting points
- Oversee the delivery and impact of targeted interventions
- Work closely with pupils and families to ensure personalised, effective support
- Promote pupil wellbeing, engagement and successful inclusion in all aspects of school life

### **Partnerships and Communication**

- Build strong relationships with parents, carers and external agencies
- Act as the key point of contact for professionals including educational psychologists, therapists and local authority services
- Communicate effectively with stakeholders regarding pupil progress, provision and outcomes

### **Behaviour, Safeguarding and Culture**

- Promote a positive, inclusive and respectful school culture
- Support behaviour systems that enable all pupils to succeed
- Actively promote the safeguarding and welfare of all children
- Champion equality, diversity and inclusion across the school

### **Academy Culture**

- Support the academy's values and ethos by contributing to the development and implementation of policies, practices and procedures
- Help create a strong academy community, characterised by consistent, orderly behaviour and caring, respectful relationships
- Help develop a culture and ethos that is utterly committed to achievement
- To be active in issues of student welfare and support
- Support and work in collaboration with colleagues and other professionals in and beyond the school, covering lessons and providing other support as required.
- appropriate, delivering network-wide training and initiatives
- Work with colleagues, students and families to develop a strong school community

### **Behaviours**

- Genuine passion for and a belief in the potential of every student
- A robust awareness of keeping children safe, noticing safeguarding and welfare concerns, and you understand how and when to take appropriate action
- Deep commitment to Ark's mission of providing an excellent education to every student, regardless of background

- Excellent interpersonal, planning and organisational skills
- Resilient, motivated and committed to achieving excellence
- Reflective and proactive in seeking feedback to constantly improve practice
- Commitment to regular and on-going professional development and training to establish outstanding classroom practice.
- Commitment to and understanding of professionalism in line with the National Teaching Standards

### Other

- Actively promote the safety and welfare of our children and young people
- Ensure compliance with Arks data protection rules and procedures
- Liaise with colleagues and external contacts at all levels of seniority with confidence, tact and diplomacy
- Engage actively in appraisal, leadership development and ongoing professional learning
- Work with Ark Central and other academies in the Ark network, to establish good practice throughout the network, offering support where required
- Undertake , and when required, deliver or be part of the appraisal system and relevant training and professional development
- Undertaking lunch duties, ensuring a safe, calm and inclusive environment for all pupils
- Carrying out gate duties at the start and/or end of the school day, promoting strong relationships with families and ensuring pupil safety
- Being part of the on-call senior leadership rota, responding to behaviour, safeguarding and pastoral incidents as required
- Providing cover for teaching staff where necessary, including short-term and emergency cover, to ensure continuity of learning
- Supporting the smooth daily operation of the school and modelling high expectations for behaviour, routines and relationships
- Undertake other various responsibilities as directed by the Headteacher.

*This post is covered by Part 7 of the Immigration Act (2016) and therefore the ability to speak fluent English is an essential requirement for the role.*

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

## Person Specification: Assistant Headteacher SENCO & Inclusion

### Qualification Criteria

- **NPQSENCo is desirable. A willingness to undertake the NPQSENCo is essential for candidates who do not already hold this qualification.**
- Qualified to degree level and above
- Qualified to teach and work in the UK

### Experience

- Experience of leadership in the field of special educational needs
- Experience of working in a challenging urban school
- Experience of having led, or significantly contributed to the success of a school through its leadership, ethos, teaching and results
- Experience of having improved and sustained an effective behaviour policy

### Behaviours

#### Leadership

- Genuine passion and a belief in the potential of every students, modelling Inclusion with a capital “I”.
- Able to work in close harmony with the Principal and senior leadership team
- Effective management style that encourages participation, innovation and confidence
- Ability to lead, coach and motivate staff within a performance management framework, including professional development and effective management of underperformance
- Ability to develop the leadership skills of others
- Strong interpersonal, written and oral communication skills
- Takes personal responsibility for their own actions
- Resilience and motivation to lead the academy through day-to-day challenges while maintaining a clear strategic vision and direction
- Motivation to continually improve standards and achieve excellence
- Commitment to the safeguarding and welfare of all pupils

#### Vision & Strategy

- Vision aligned with Ark Academy’s high aspirations and high expectations of self and others, and “Knowing Every Child”.
- Seeing SEND as more than “pastoral care” and having a clear vision for raising teaching standards for children with SEND.
- Clear understanding of the strategies to establish consistently high standards of behaviour in an inner city school and commitment to relentlessly instilling these strategies. Strong organisational skills and ability to delegate.
- Use of data to inform and diagnose weaknesses that need addressing

#### Leading the Learning

- Understands what outstanding teaching practice looks like, how to diagnose and implement effective strategies to raise learning standards
- Knowledge of the Great Teacher Rubric is desirable. A willingness to undertake GTR training is essential.

### **Leading External Relationships**

- Can skilfully manage and maintain effective working relationships with parents and other stakeholders

*Ark is committed to safeguarding and promoting the welfare of children and young people in its academies. In order to meet this responsibility, its academies follow a rigorous selection process to discourage and screen out unsuitable applicants.*

*Ark requires all employees to undertake an enhanced DBS check. You are required, before appointment, to disclose any unspent conviction, cautions, reprimands or warnings under the Rehabilitation of Offenders Act 1974 (Exceptions) Order 1975. Non-disclosure may lead to termination of employment. However, disclosure of a criminal background will not necessarily debar you from employment - this will depend upon the nature of the offence(s) and when they occurred. To read more about Ark's safer recruitment process, please click this [link](#).*

# The DNA of Ark Academy

## ARK ACADEMY MISSION STATEMENT

*Ark Academy has at its core the pursuit of highest standards possible in education. We believe in high aspirations, high motivation and high achievement for all. Through our extended curriculum and community life we seek to meet the needs of the whole person. Civitas – Citizenship – is at our core. We will build a community of civic pride and social justice in which all members are equally valued. We are committed to the service of young people and to helping them play their full part in society.*

### ***In light of this we aim to:***

- *Provide every student with the knowledge, skills, self-belief and motivation to be successful in their learning and lives*
- *Welcome, value and respect all who come to the school*
- *Build a community based on justice and a sense of personal responsibility*
- *Provide opportunities for all to experience CIVITAS whilst developing a spirit of tolerance and understanding for all cultures, traditions and faiths*
- *Promote dialogue and co-operation with the wider community*

### ***Our Driving Principles are:***

- Excellence
- Citizenship
- Participation
- Persistence

### ***Our goal***

*Our goal is that all students should be able to access higher education and participate fully in our democratic society.*

## THE DNA OF ARK ACADEMY

Is based on the six pillars of Ark Schools and developed into our own unique ‘feel’ generated by a genuine buy in for our core values. Our values are also underpinned by our habits and ‘the way we do things around here’. We believe that in Ark Academy the following principals are tangible and central to achieving our mission from reception through to Year 13.



### 1. HIGH EXPECTATIONS

*A place of opportunity, a culture of aspiration and exceptional pupil outcomes*

Students will develop the characteristics that support their academic achievement and will become thoughtful citizens who make good choices in their lives. We set very high expectations for all our pupils, whatever their starting point. We believe every child can realise their potential with the right teaching and support. Progress, from every starting point matters to us. We want every child at Ark Academy to do well enough to be able to go to

secondary university or pursue a career of their choice. We ensure that our pupils understand the wide variety of opportunities and pathways that are available to them.

- We hold high expectations for all our pupils. Nothing is as important as the work we do to impact on the learning and lives of our students – staff go the extra mile to make a difference.
- Our mission is alive and real – we inspire and inform children through our Ark Ambitions programme, giving children insight and opportunities throughout their journey through the whole academy.
- Great outcomes for children do not come without hard work. Staff and children know that we must work hard. Critical to this is maintaining a high expectation. This begins with details such as uniform – we do not allow children to walk past a staff member with an untucked shirt and uniform is checked every day. Handwriting is expected to be of a high standard.
- If we set the bar for our expectations high, the children will rise to meet them and so will we.

## 2. EXCELLENT TEACHING

*First-class teaching underpinned by outstanding subject knowledge and a robust curriculum of carefully crafted lessons*

Teaching and learning is the main thing. The promotion of high quality learning is at the heart of all our endeavours. We aim to inspire a future of passionate learners by delivering challenging and engaging lessons. Our teachers have both excellent subject knowledge and pedagogy and are passionate about challenging each child to engage, stretch themselves and develop a love of learning. We use data intelligently to support our planning and ensure teaching is meeting the needs of students and improving outcomes.

- For all of us here, we know that teaching and learning is, and will always be, the main thing. Despite everything that goes on to distract us, we must remember that the quality of teaching that the children receive is our biggest lever to success.
- We rigorously monitor staff and give regular feedback in a supportive and developmental manner. Opportunities for high-quality training are always available from within the school or from the Ark network.
- We achieve excellent teaching through teamwork - everyone wants to help everyone else be better at what we do. Teams plan together and have a strong focus on dialogue and teamwork. We know that to achieve our mission we must collaborate so that we are all part of a larger aim – to make sure that 2 + 2 is greater than 4.

## 3. EXEMPLARY BEHAVIOUR AND STRONG ETHOS BASED ON CIVITAS

*Self-regulated pupils and embedded routines which foster a culture of continual learning and mutual respect*

There is a compelling and inclusive moral purpose which drives the school forward and is represented by and reflected throughout the school by our motto and core value 'Civitas'. All members of our community recognise the meaning and spirit of Civitas and that we strive to reflect it in our daily lives. We want all our pupils to enjoy school and develop enthusiasm for learning alongside an understanding of their future role in society. Effective management and clear consistent routines ensure that we maximise the time for learning and pupils are taught to be self-disciplined and self-regulating.

- Ark Academy is a purposeful place of learning characterised by a respectful, orderly environment where teachers can focus on teaching and students on learning. We support one another and our students by the use of consistent routines.
- We are compassionately ruthless in ensuring that all students know and understand what is expected of them.
- Simply: consistency is king. We know that routines are a team game and we share and implement practices and routines across the school, working as a team to give our students a consistent experience and create an excellent climate for learning. As a result, our students will know that routines help create an excellent school.
- Our reward system is based on the four core values of: *civitas, excellence, persistence and participation*.
- All our students and staff know that Civitas is about being a better human being and we expect our students to develop as role models for those who follow them. We support Civitas in a variety of ways but significantly through our relationships.
- These permeate our school life and support our vibrant House System which supports team spirit, relationships and a positive school culture.

#### 4. DEPTH FOR BREADTH

*A knowledge rich curriculum and promotion of a growth mind-set which is underpinned by the principles of learning.*

All pupils will secure firm foundation in English and mathematics and this underpins excellence in the other subjects. Our curriculum is rigorous and knowledge-based which is reinforced by regular assessments that cumulatively build students' knowledge. We offer a broad range of subjects from Early Years through to KS1, 2 and 3. We believe in bringing learning to life, indoors and out, with an emphasis on engaging and purposeful learning.

- Our curriculum is rich in knowledge and is based on engaging, linked and purposeful learning.
- Our reading, writing and maths programmes bring challenge, rigour and ensure that children go to secondary school with very strong foundations of academic achievement.
- High academic achievement in literacy and maths is important to us but so is the "whole child". Our curriculum is broad and children engage in a wide variety of enrichment experiences, from debating to roller-disco, from the local park to famous universities.

- We have a wide variety of visitors and trips that enhance the children’s experience through the primary phase.

## 5. KNOWING EVERY CHILD

*Fostering relationships with pupils and families, enabling all individuals to flourish*

Ark Academy values the diversity and inclusivity of our school. We know it is important that every pupil knows they are well known by their teachers, so that every individual can flourish. In Ark Academy we explicitly develop through our core values and our unifying motto, Civitas, the character and habits which support pupils’ academic and personal development. Our pastoral system ensures that every child has an adult who will listen to them. Positive relationships between students and adults reinforce a culture where children are safe and maintain excellent behaviour and commitment to learning. Regular assessment enables us to know how children are doing and how we can help them improve. Full communication with parents ensures that we work in tandem in the best interests of the child.

- We value the strengths and individuality of all pupils. Relationships between the school, the family and the child are critical for us to achieve our goals. Anything that impacts relationships, impacts on learning
- Our teachers understand the most impactful intervention happens in the classroom knowing the class in front of you and ensuring their need is being met is our key commitment.
- We never give up and always look for solutions to comprehensively support groups or individual children who are at risk of under-achieving
- Part of a child’s experience is a rigorous approach to assessment. We regularly assess children on an ongoing basis as well as our three main periods of formal assessments. Dialogue, data analysis and planning together ensures that we use this information to meet children’s needs and move them forward as much as we can.

## 6. ALWAYS LEARNING IN ARK ACADEMY

*Developing and nurturing talent through comprehensive tailored CPD for staff at all stages of their career.*

We put professional development at the heart of what we do in Ark Academy. We are always learning. We are committed to identifying talent and nurturing individuals to create a community of exceptional teachers, highly skilled support staff, thoughtful managers and strategic leaders.

Excellent teaching is underpinned by high quality professional development which supports teacher progression. We are a community of learners. It is in our DNA to talk, observe, plan and reflect together. Throughout the school, we offer our “Ark Ambitions” programme alongside a range of practical and creative subjects in order to inspire and inform even our youngest pupils.

- Teaching is a craft we can always improve. We invest heavily in our provision of professional development. We know that this is the key to the development of our students and to us as educators. We also recognise that all teachers need their subject knowledge refreshing and developing.
- An Ark teacher is one that wants to improve. Every teacher has a mentor who will give weekly coaching and feedback. Weekly coaching is intrinsic to our practice and is a central focus of the senior leadership team.
- We develop our knowledge and skills in Ark Academy in a variety of ways that link together to provide a wide range of opportunities to learn both on the job and from experts. Our teaching practice is developed through weekly mentoring, the weekly training programme, weekly co-planning meetings, through observation and feedback and, where possible, through co-teaching working alongside more experienced professionals.
- Through our talk, training and observation we have a shared understanding and a common language that ensures the consistency of our agreed approach. We know the key conditions needed to create this community of learners are trust, risk-taking, collaboration, co-construction, common goals and shared values. All of these underpin our DNA.
- As a member of both our region and Ark Schools we have regular opportunities to share practice and train together, attend joint monitoring visits or collaborate within our subject area. We are also a member of The Prince's Teaching Institute which supports the development of subject knowledge.

## **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.

### **Disclosures**

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.

### **A commitment to Encourage Diversity**

ARK Schools is committed to eliminating discrimination and encouraging diversity amongst our employees. Our aim is that our workforce will be truly representative of all sections of society and that each employee feels respected and able to give their best. To that end we are committed to provide equality and fairness for all in our recruitment and employment practices and not to discriminate on grounds of age, disability, gender reassignment, marriage/civil partnership status, pregnancy and maternity, race, religion or believe, sex or sexual orientation. WE oppose all forms of unlawful and unfair discrimination.

## WHERE TO FIND US



**Wembley Park (Juibilee/Metropolitan Line)**



**Chiltern Railways**



**Buses: 206, 245,297,83**

### **By Car: A479**

Postcode for satnav: HA9 9JP

A406 North Circular Road (15 minutes away)

### **Ark Academy**

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