



Ark Acton Academy



Head of Year – Pastoral Lead (Teaching)

Recruitment Pack

HOY – Pastoral Lead (Teaching) Job description

Dear Applicant,

Are you passionate about your subject? Do you want the development and support to be an exemplary teacher? Are you driven to work with disadvantaged communities?

Our school exists to challenge unfairness. Our mission is to ensure that:

All Ark Acton pupils leave us knowledgeable, confident and articulate young people, able to make a meaningful contribution to society, pursue careers they are passionate about, lead happy and fulfilling lives, and leave the world better than they found it.

Ark Acton is a good school, and we are on a mission to make it a great school. From a strong sapling to a mighty oak. Be part of our growth.

At Ark Acton we think teaching is the best job in the world – so we have stripped away anything we feel gets in the way of being a great teacher. This includes:

- Whole class feedback and live- marking policies that sit at department level
- No graded lesson observations
- No report writing
- No parent's evenings
- No ½ termly data metrics to track progress

Benefits of working at Ark Acton Academy

- Twice as many training days as standard
- Weekly staff training designed to meet the needs of the school
- Coaching for every teacher
- Access to high-quality, regular professional development
- [Click here](#) to find out more about the benefits we offer.



We have high expectations for our pupils – and our staff – but we know that by working as a team and committing to our mission we can shape the future.

We look forward to seeing you at interview
Sarah Donachy
Principal



HOY – Pastoral Lead (Teaching) Job description

Job Title: Head of Year – Pastoral Lead

Reports to: Principal

Responsible for: Delivering the highest quality learning experiences to pupils.

Start date: 31st August 2025

Salary: Main Pay Scale + TLR

Roles included: Classroom teacher, Form Tutor

We're looking for a brilliant Teaching Head of Year to join our team!

Are you passionate about pastoral care and making a real difference in young people's lives? Do you thrive in a fast-paced, diverse school community where no two days are the same? If that sounds like you, read on!

We're on the lookout for a committed and energetic Teaching Head of Year to help lead one of our fantastic year groups through the next stage of their journey. This is a key role combining high-quality classroom teaching with dynamic, proactive pastoral leadership.

What you'll be doing:

- Leading the pastoral care, behaviour and attendance for your year group – with compassion, consistency and high expectations.
- Building strong relationships with students, staff, and families – we're all in this together!
- Working closely with tutors and senior leaders to ensure every student gets the support they need to thrive – academically and personally.
- Championing your year group – celebrating the wins, tackling the challenges, and always keeping standards high.
- Teaching your subject to a high standard – you'll be an excellent practitioner who leads by example.

What we're looking for:

- A passionate teacher with QTS and a track record of great classroom practice.
- Someone who understands the importance of inclusion, equity, and high expectations in an inner-city context.
- A team player with the drive and resilience to make things happen.
- Someone who's ready to lead from the front – modelling routines, building culture, and making school a place students feel proud of.

Why join us?

- We're a vibrant, diverse and ambitious school community in the heart of London.
- You'll work alongside a supportive and passionate team who genuinely care about our students.
- There are opportunities to grow your leadership – whether this is your first step or your next step.
- Our students are funny, challenging, full of potential – and totally worth it.
- Sound like your kind of challenge? We'd love to hear from you!

Whole School Leadership and Management

- Model our leadership values and behaviours
- Commit to and practice a data driven model of school leadership using our three key questions – What is our vision for great? What is the data telling us? What is our action plan to close the gap or move quicker?
- Share, appropriately, responsibility for the management of the Academy and contribute to the consultative and decision-making processes
- Support whole school aims, objectives and policy decisions, contribute to their establishment and initiation and sustain their implementation and review
- Actively promote the academy and liaise with outside agencies as necessary, representing the Principal, the academy or Ark as appropriate
- Provide information, advice and perspective to the governing body and to any legitimate external enquiry/evaluation
- Support the Principal in the responsibility for the implementation of performance appraisal for all staff, including line management of key staff and teams
- Undertake any other reasonable professional task as directed by the Principal

School ethos and culture

- Support the Principal in fostering a strong sense of academy community and ethos among both staff and students
- Promote consistent implementation of behaviour policy and system of rewards and sanctions, characterised by orderly behaviour, caring and respectful relationships, and no shouting
- Act as a positive role model to staff and students
- Be active in issues of staff and student welfare and support and demonstrate a commitment to Equality of Opportunity for all members of Academy staff
- Carry out your role as a form tutor effectively, with love and tenacity.

Other

- Actively promote the safety and welfare of our children and young people
- Ensure compliance with Ark's data protection rules and procedures

No job description can be fully comprehensive, and from time to time the successful candidate may have to undertake other professional duties as directed by the Principal.

For Further information on the school please visit the school site at <https://arkacton.org>

For a sneak peek into school life at Ark Acton Academy [click here](#)

To arrange a visit to the school please contact HR@arkacton.org

Person Specification:

	Essential	Desirable
Qualifications	<ul style="list-style-type: none"> • Qualified to at least degree level in the subject being taught. • Qualified to teach in the UK. • Right to work in the UK. • QTS. 	<ul style="list-style-type: none"> • Further professional qualifications. • Experience of teaching A Level in this subject.
Experience	<ul style="list-style-type: none"> • Ability to deliver consistently outstanding lessons to pupils of all ages and abilities. • Proven record of significantly raising achievement with all groups of pupils across the age and ability range and of helping them achieve impressive examination outcomes. • Proven commitment to continued professional development and a readiness to reflect and self-evaluate to change, improve and develop. 	<ul style="list-style-type: none"> • Experience of having worked successfully in at least one school in an urban, multi-cultural setting, teaching pupils from backgrounds of socio-economic disadvantage. • Successful experience of working particularly with high ability or SEN pupils.
Knowledge	<ul style="list-style-type: none"> • Thorough knowledge of the requirements of the National Curriculum in the subject. • An understanding of the ways that cognitive science can improve teacher effectiveness. • An understanding of the strategies needed to establish consistently high aspirations and academic / behavioural standards in an urban school setting, and a commitment to relentlessly implementing these strategies. • Knowledge & experience of Safeguarding & Child Protection issues. 	<ul style="list-style-type: none"> • Thorough knowledge of Key Stage 4 and Key Stage 5 specifications in the subject. • Actively informed of developments in your subject area, and of broader pedagogic developments at local, national and international levels.
Skills	<ul style="list-style-type: none"> • Excellent interpersonal and listening skills; a high degree of emotional intelligence; and an effective oral and written communicator with children, staff and parents. • The ability to develop positive relationships with all young people. • Well-developed planning & organising skills including time management, prioritisation, delegation and administration. 	<ul style="list-style-type: none"> • An ability and willingness to teach across more than one subject. • A proven ability to use data confidently and forensically to inform and diagnose weaknesses that need addressing, and ability to plan effectively in order to raise

	<ul style="list-style-type: none"> • Sound judgement and problem-solving skills. 	<p>individuals' and cohorts' attainment.</p> <ul style="list-style-type: none"> • Competent user of ICT.
Motivation	<ul style="list-style-type: none"> • Willing to be fully engaged in the whole life of the school including extracurricular activities. • Willing to be a form tutor. • Committed to teamwork and working collaboratively with colleagues. • A commitment to the safeguarding and welfare of all pupils. 	<ul style="list-style-type: none"> • Experience of leading successful enrichment and extracurricular activities, which inspire and motivate learners.
Attributes	<ul style="list-style-type: none"> • A clear passion for your subject. • The ability to enthuse and inspire others. • Passion, resilience, maturity and optimism to lead through day-to-day challenges while maintaining a clear strategic vision and direction. • Confidence and self-motivation to work well and be decisive under pressure. • A high level of honesty and integrity. • Personal stamina & energy including a good record of attendance and health. • A firm and constant belief in the unlimited potential of every pupil and a commitment to inclusive educational provision. 	<ul style="list-style-type: none"> • An entrepreneurial attitude.

Positive Action & Inclusive Recruitment at Ark

We aim to build a diverse and inclusive organisation where everyone – staff and students – can do their best work and achieve their full potential. We want to reflect and represent diverse perspectives across our organisation because we know that doing so will make us stronger and more effective. Find out more about our commitment to [diversity and inclusion](#).

We particularly encourage applications from Black, Asian and ethnic minority candidates as they are currently underrepresented among our senior leadership teams. This is important to Ark as we aim to be more representative of our local communities.

We strive to make applying to and working for Ark as inclusive as possible and have a variety of systems in place to ensure that our approach is fair and open.



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](#).