



Culture and Ethos Lead

Location: Ark Kings Academy, Kings Norton, Birmingham
Salary: Ark Support Scale 8, Pay Points 20-28, £31,585-£37,938
Hours: 42 hours per week, 39 weeks per year
 Monday-Thursday, 08:00-17:00 and Friday 8:00-16:30
Contract: Permanent
Start date: September 2025
Closing date: Monday 7th July 2025

Be part of a truly 'Good' school now striving to be 'Outstanding' with a dedicated staff team.

About the role:

You will be instrumental in our vision “At Ark Kings Academy, every individual will develop the character to thrive in life, education and employment.”

As a Culture and Ethos Lead, you will help to create a strong academy community, characterised by consistent, orderly behaviour and caring, respectful relationships and be responsible for monitoring pupil behaviour, attendance and punctuality in your year group. You will need to be operationally focused, investigating serious incidents and working on the ground day to day to support pupils and improve culture and ethos with pupils, there will be a focus on restorative practice in this role. You will work with other stakeholders within and outside the school.

You are someone who understands the difference a great education can make to pupils lives as you are a great role model for not only them but other staff too. You must have experience in working with pupils of all ages and abilities. You will need to be a great team player and leader with a resilient character and strong personal drive.

To contribute to a workplace culture which has safeguarding and child protection at its heart.

About our school:

We are an all-through school serving the local community with pupils from Nursery - Year 11. Our mission is to create a school in which every child thrives, academically and socially.

Our school values are: 'Wisdom, Resilience, Kindness' – and they permeate everything we do in school with our pupils, our parents, our staff, and the wider community. We recognise our role in addressing inequality by ensuring that all pupils, regardless of circumstance have the opportunity to attain an excellent education.

Over the past 2 years we have made remarkable progress, moving from an Inadequate Ofsted rating to a Good. This achievement reflects the dedication and hard work of our staff with Ofsted commenting that pupils “understand the high expectations that staff have for them and strive to meet with”. The strengths of our school include:



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- ❖ **Safeguarding:** Effective in all areas.
- ❖ **Behaviour:** Our pupils know the school rules of, 'ready, respectful and safe' and demonstrate these qualities in their behaviour towards each other and their teachers.
- ❖ **An ambitious curriculum:** Our well-sequenced curriculum, spanning early years to Year 11, ensures that all pupils, including those with special educational needs, receive a high-quality education.
- ❖ **Reading strength:** Our effective teaching strategies empower pupils to become fluent readers, setting them up for success in their academic journey.
- ❖ **Personal development:** At Ark Kings Academy, we prioritise personal development, preparing our pupils for their future roles as responsible citizens.
- ❖ **Attendance:** Our pupils and parents recognise the importance of high attendance, and at secondary, we sit above the national average.

Why work for us?

Joining Ark Kings means becoming part of a network of education experts who are all united by the same purpose - a commitment to making a difference where it matters most. You will have the opportunity to come together with your peers locally, nationally and sometimes even internationally, to share resources, learning and good practice.

You'll work with colleagues from different subjects, schools and regions, and have the chance to take on network-wide responsibilities such as leading programmes or training.

Other benefits include:

- ❖ Our salaries are 2.5% higher than main pay scale.
- ❖ Twice the number of training days as standard.
- ❖ Generous pension scheme – a salary average defined benefit pension scheme, meaning you build up a guaranteed amount in your pension, payable for every year of your retirement.
- ❖ Access to Ark Rewards – a scheme offering savings from over 3,000 major retailers.
- ❖ Interest-free loans – up to £5,000 available for season tickets or to buy a bicycle.
- ❖ Gym discounts – offering up to 40% off your local gym.
- ❖ Access to the Employee Assistance Programme – providing free, confidential counselling, legal advice and a range of different support services.

Ark Kings are deeply committed to staff wellbeing and work-life balance, which is why we offer an additional leave of absence day for personal commitments, along with a two-week October half-term—providing our staff with extra time to rest, recharge, and maintain a healthy work-life balance. These initiatives, alongside our comprehensive support systems, contribute to our well above national average benchmark for staff wellbeing and workload, as highlighted in our latest staff survey. By prioritising the wellbeing of our team, we foster a positive and supportive working environment where staff feel valued, motivated, and empowered to deliver their best for our pupils.



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How to apply:

Please visit www.arkkingsacademy.org/vacancies and submit your application. This should include an explanation of your motivation to apply and examples/evidence of how you meet aspects of the job description.



We advise you to submit your application as soon as possible as we reserve the right to close the vacancy early if a high volume of applications are received. This is to ensure that we can manage application levels whilst maintaining a positive candidate experience. Unfortunately, once a vacancy has closed, we are unable to consider further applications.

We warmly encourage prospective candidates to visit our school and experience our vibrant learning community firsthand. This is a fantastic opportunity to tour our facilities, meet our dedicated staff, and gain a deeper understanding of our vision and values. During your visit, you will have the chance to spend time with senior leaders, discuss the role in more detail, and explore how we can support your professional development. We believe that seeing our school in action will give you a real sense of what makes our school so special and the exciting opportunities this role offers. To arrange a visit, please get in touch with Thom O'Brien, Secondary Head of School at t.obrien@arkkingsacademy.org.

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](#).

We aim to build a diverse and inclusive organisation where everyone – staff and pupils – 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. To know more about Ark's diversity and inclusion commitments, please click on this [link](#).



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Culture and Ethos Lead Job Description

Key Responsibilities

- Uphold academy conduct and standards within your year group with a focus on rewards and restorative work
- Weekly delivery of year group review assemblies, including attendance, behaviour, rewards and key notices/themes.
- Support and lead line ups and transitions for pupils.
- Investigate incidents that take place within the year group, record and respond
- Ensure CPOMS logs are resolved with swift and effective follow up, across the year group and action plan in place to address issues and signpost/ implement interventions
- Support pupils with identified issues by using tools such as mediation, restorative work, interventions e.g. bullying, online safety, racism, sexual violence and harassment
- Signpost and access to more formal welfare interventions as necessary e.g. counselling, mental health, Early Help, safeguarding
- To be responsible for daily lesson attendance and truancy tracking for the year group
- Working with the welfare team and attendance team to ensure excellent daily attendance and punctuality for all pupils in your year group (e.g. absences, or punctuality issues L or U codes)
- Implement, track and analyse attendance initiatives and interventions to ensure school attendance targets are met in your year group
- Provide break and lunch duty cover
- Support and lead on trips and enrichment opportunities
- Provide on call response to support teachers and other staff
- Support families as well as pupils with intervention/ restorative work
- Support the schools inclusion Hub model, with delivery of sessions in specialised hubs as and when required (e.g. Pastoral Hub, Intervention Hub, Study Hub)
- Be a first aider to provide on call first aid as required
- Support and lead detention rota for the year group
- Attend managed move/ alternative provision reviews for any pupils educated off-site in your year group
- Promote pupil leadership model in your year group
- Be aware and part of supporting the cohort attainment and outcomes with the Key Stage Lead and HODs



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Behaviour & School Culture

- Manage rewards, praise and behaviour effectively to create a safe, respectful, and inclusive learning environment where pupils can thrive.
- Work collaboratively with pupils, staff, and families to foster a strong sense of school community.
- Promote high expectations for attendance, punctuality, engagement, and conduct around the academy.



Others

- Actively promote the safety and welfare of our children and young people
- Ensure compliance with Ark's data protection rules and procedures
- Liaise with colleagues and external contacts at all levels of seniority with confidence, tact and diplomacy
- Work with Ark Central and other academies in the Ark network, to establish good practice throughout the network, offering support where required

This job description is not an exhaustive list, and you will be expected to carry out any other reasonable tasks as directed by your line manager.

Ark is committed to safeguarding and promoting the welfare of children and young people in our academies. In order to meet this responsibility, we follow a rigorous selection process. This process is outlined [here](#), but can be provided in more detail if requested. All successful candidates will be subject to an enhanced Disclosure and Barring Service check.



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Culture and Ethos Lead Person Specification

Qualification Criteria

- Right to work in the UK
- GCSE English and Mathematics Grade C or above
- First aid qualification (or willing to be trained)
- Mental Health first aid training qualification (or willing to be trained)

Knowledge, Skills and Experience

- Prior pastoral, attendance, behaviour and wellbeing experience
- Experience of establishing effective, appropriate relationships with a variety of young people at the relevant age
- Experience of establishing effective relationships with families and other stakeholders
- Experience of working with young people who are facing challenges
- Experience of managing difficult behavioural situations calmly and confidently
- Experience of dealing with minor first aid issues calmly and confidently
- Experience of addressing pupil personal health and hygiene issues sensitively and confidently
- Strong written and oral communication skills



Behaviours

- Genuine passion for and a belief in the potential of every pupil
- A robust awareness of keeping children safe, noticing safeguarding and welfare concerns, and you understand how and when to take appropriate action
- Belief that every pupil should have access to an excellent education regardless of background
- Professional outlook, detailed orientated and

able to multitask and meet deadlines

- A team player that can work collaboratively as well as using own initiative
- Calm and professional under pressure
- Understanding of the importance of confidentiality and discretion
- Flexible attitude towards work and demonstrates sound judgement
- Reflect critically on their own performance and respond positively to feedback

Other

- Right to work in the UK
- Commitment to equality of opportunity and the safeguarding and welfare of all pupils
- Willingness to undertake training
- This post is subject to an enhanced DBS check

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

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