



Ark Blake Academy



Head of Year

(An Associate Assistant Principal role with additional whole school responsibilities would be considered for the right candidate)





Welcome from the Principal

Dear Candidate

Thank you for your interest in our current Head of Year vacancy and in furthering your career at Ark Blake Academy. We are a thriving and successful academy based in East Croydon. Opened in 2020, we are now consistently over-subscribed in every year group with students in Years 7-11. Here at Ark Blake you will find:

Behaviour that is built upon our *‘work hard, be kind and take responsibility’* ethos
Learning that is nurtured through our calm, purposeful and warm environment
Academic excellence that is achieved through high quality teaching by passionate subject experts
Knowledge rich, bold and innovative curriculum that equips students for the future
Enrichment that develops lifelong skills and unlocks hidden talent

I joined the Academy in September 2023, and we also welcomed a number of senior and middle leaders to the Academy at that time. As we continue to prosper we look forward to welcoming further outstanding candidates to our brilliant team in 2025/26.

In terms of what drives our school culture, it is based around the simple but powerful belief of **‘working hard, being kind and taking responsibility’**. We aim to become a leading school in London as quickly as possible by living out this day-to-day belief and ensuring our students leave with the ‘master key’ that opens any door for the future progression. We never accept that background determines outcomes, and we work relentlessly to reinforce this with our student community. We also aim to be exceptionally supportive of our fantastic staff body and have a genuine and meaningful approach to staff wellbeing and workload that means they are free to focus on what really matters for the day-to-day student experience.

At our most recent Monitoring Visit in April 2025, the continued improvement to the Academy since September 2023 was recognised and this is testament to the hard work put in by staff and students:

- *Staff and students’ alignment with the school’s values is striking. Students and staff alike fully buy-in to the school’s culture and ethos*
- *Students’ behaviour is excellent. Lessons are characterised by warm relationships between staff and students*
- *Students speak very positively about the quality of teaching they experience*

In our most recent staff survey 99% of our staff team agreed with the statement ‘I am proud to work at Ark Blake’.

If you feel that you can add value to our fantastic team, we look forward to receiving your application!

If you have any questions about working at Ark Blake Academy, wish to speak with a member of our team or would like to arrange a visit, please contact Vicky Rouse, v.rouse@arkblake.org or call us on 020 3443 9000.

Sam Rispoli, Principal

“No bird soars too high, if they soar with their own wings.”

Head of Year

(An AAP role with additional whole school responsibilities would be considered for the right candidate)

Do you want to join our fantastic team where you will help make a lasting impact on our students and unlock their life chances?

We currently have an opportunity for an exceptional Head of Year

Location: East Croydon – 10 minute walk from East Croydon Station
Contract: Permanent
Working Pattern: Full Time
Reports to: Vice Principal, Culture & Ethos
Start Date: September 2025
Salary: Competitive: MPS / UPS (Ark Outer London) + TLR1A (£9,782)
Closing Date: Midnight on Thursday 22nd May 2025

**Please note we will be reviewing applications on an ongoing basis and this advert may close earlier than advertised depending on the level of response.
Early application is strongly advised.**

The Role

This is a fantastic opportunity for a knowledgeable and passionate Head of Year to develop their career with the support of an excellent leadership team and strong school culture at Ark Blake Academy. The role is ideally suited for an exceptional teacher who is committed to inspiring students to achieve the best possible academic outcomes.

The role of Head of Year is critical to the continuing progress of the academy. As Head of Year you will be responsible for ensuring outstanding pastoral and academic support for all students, fostering a culture that enables students to maximise their achievements across the spectrum of school life. You will be instrumental in our mission to provide every student, regardless of their background, a great education and real choices in life.

The successful candidate will work closely with other teachers and leaders in Ark Blake Academy's English team, as well as across the Ark Network to secure excellent outcomes for our children.

You will

- Be vision aligned with our approach to curriculum and teaching
- Have genuine passion and a belief in the potential of every student
- Have up-to-date knowledge in the curriculum area
- Be motivated to continually improve standards and achieve excellence

About our school

At Ark Blake Academy, our mission is to embed a powerful knowledge-rich curriculum and provide fantastic opportunities for character development, all underpinned by an environment where exemplary behaviour is the norm. In terms of our school culture, it is based around the simple but powerful belief of **'working hard, being kind and taking responsibility'**. We aim to become a leading school in London as quickly as possible by living out this day to day belief.

Work Hard, Be Kind & Take Responsibility

What we offer our staff?

- Collaborative planning, centralised or shared resources
- Clear and consistent behaviour systems
- Knowledge rich curriculum & traditional T&L approach
- Highly visible supportive leaders who have your back
- Centralised daily detentions
- Realistic and manageable feedback policy
- Excellent CPD opportunities – internal & within network
- Thoughtful and impactful meeting schedule with time for co-planning
- Friday afternoon co-planning following earlier student dismissal
- Free breakfast daily

Why Work at Ark Blake Academy?

Further information about working at Ark Blake can be found [here](#).

Job Description (Head of Year)

Key Responsibilities

Leadership and Management of Year Group

- Facilitate leadership of the year group, managing the Year Team staff and students to ensure rigorous behaviour systems are sustained and students are making good academic progress
- Lead, support and hold accountable a professional community of form Tutors
- Lead the management of all aspects of academy life for the year group
- Coach, observe and motivate teachers within the key stage
- Regularly analyse student performance data, reviewing attainment, progress and behaviour, including the performance of specific groups within the year group, especially children in receipt of free school meals, pupil premium funding, or looked after children, and act accordingly
- Organise and, through a team of Tutors, implement a framework for daily tutor activities, tasks and assemblies
- Be proactive in the social, emotional and academic wellbeing of students, in collaboration with other staff members and other external agencies, as appropriate

Year Group Ethos and Culture

- Foster a strong sense of school community and ethos among both staff and students
- Develop and maintain strong and positive working relationships with parents and carers of the year group and communicate regularly with them
- Act as a positive role model to staff and students, communicating the highest expectations of behaviour, attendance and punctuality
- Implement and reinforce a consistent Behaviour Policy and system of rewards and sanctions, characterised by consistent, orderly behaviour and caring, and respectful relationships

Duties and expectations of all teachers at Ark Blake

- Teach to a highly effective standard
- Deepen the scholarly nature of the subject through our curriculum
- Play an active role in ensuring a consistently orderly, calm and stimulating environment, both in and out of the classroom
- Play an active role in the Character and Enrichment programmes
- Support in leading the department, including contributing to workshops, running extra-curricular/intervention activities, competitions, trips, open days and so on
- Develop habits of excellence in ourselves and our students through implementation of the academy routines and consistent explanation of, and emphasis on, high expectations in all we do
- Be consistently well-organised, professional and courteous

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 support an academy culture and ethos that is utterly committed to learning and achievement
- Support and work in collaboration with colleagues and other professionals in and beyond the academy, covering lessons and providing other support as necessary

Work Hard, Be Kind & Take Responsibility

Other

- Undertake and, when required, deliver or be part of the appraisal system and relevant training and professional development
- Undertake other various responsibilities as directed by the Principal

For more information about our school, please visit: www.arkblake.org,
or to arrange a confidential conversation about this role or arrange a visit
please contact: v.rouse@arkblake.org

Person Specification

Qualification Criteria

Essential

- Qualified to at least degree level
- Qualified to work and teach in the UK
- Right to work in the UK
- Commitment to Equal Opportunities and the safeguarding and welfare of all students
- Willingness to undertake training

Experience

- Experience of raising attainment in a challenging classroom environment
- Experience of contributing to a high achieving department within a large secondary school environment
- Experience of delivering consistently outstanding lessons to students of all ages and abilities
- Experience of implementing behaviour management strategies consistently and effectively
- Experience of supporting students of all ages and abilities to make excellent progress and achieve impressive examination outcomes
- Experience of leading successful enrichment and extracurricular activities which inspire and motivate learners
- Experience of designing and developing resources to support learning across different subject areas
- Experience of demonstrating excellent communication skills and the ability to establish a rapport with students, parents/carers and colleagues

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 understanding 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 ongoing professional development and training to establish outstanding classroom practice.
- Commitment to and understanding of professionalism in line with the National Teaching Standards
- Strong interpersonal, written and verbal communication skills

Teaching and Learning

- Excellent classroom teacher, or potential to be one, with the ability to reflect on lessons and continually improve their own practice
- Effective and systematic behaviour management, with clear boundaries, sanctions, praise and rewards
- Thinks strategically about classroom practice and tailoring lessons to students' needs
- Understands and interprets complex student data to drive lesson planning and student attainment
- Good communication, planning and organisational skills
- Demonstrates resilience, motivation, and commitment to driving up standards of achievement
- Acts as a role model to staff and students
- Commitment to regular and ongoing professional development and training to establish outstanding classroom practice

Other

- This post is subject to an enhanced Disclosure and Barring Service check
- All staff will play a role in the Enrichment programme
- Commitment to equality of opportunity and the safeguarding and welfare of all students

About Ark

Ark is an education charity that exists to make sure that all children, regardless of their background, have access to a great education and real choices in life.

There are 30,000 students learning in our network of 39 schools. We've always believed that, with the right approach, every child has the potential to succeed. We work in the communities where we can make the biggest difference to children's lives, and all our schools are non-selective.

It works:

Our schools achieve great results – significantly outperforming national averages, especially when it comes to driving progress – the best measure for 'closing the gap'.

We take what we learn in our schools to develop new solutions and approaches that we can share. Over the last two decades, we have developed and incubated more than 20 projects and programmes, supporting them to scale and achieve systemic impact on the life chances of all children. Over 350,000 children currently learn using an Ark curriculum and our Ark Start nurseries are demonstrating a new model for early years education that we hope will become the norm.

76%

Ark is among the top performing trusts at primary. In 2024, 76 percent of pupils achieved the expected standard or above in reading, writing, and maths – surpassing the national average of 61 percent by 15 percentage points.

83%

Eighty-three percent of our sixth form students go to university at 18, compared to 38 percent nationally. Of those progressing to university, six in 10 attend a top third university compared to three in 10 nationally.

At secondary, six in 10 students from a disadvantaged background at Ark achieve GCSEs in Maths and English, compared to just four in 10 nationally

Transforming lives through education