



Ark White City  
Primary Academy

## Job Description: Vice Principal

**Location:** 3 EdCity Walk, EdCity W12 7PT

**Deadline:** Wednesday 3<sup>rd</sup> June, 9am

**Salary:** Ark leadership scale, point 5-10 (£67,919 - £75,579)

**Report to:** Principal

**Start date:** September 2026

**Contract:** Full time, permanent

**Interviews:** Interviews will be arranged as and when suitable candidates are identified, so early application is advised

### **The Role**

The Vice Principal will be a highly visible senior leader who helps drive the next phase of improvement at Ark White City. They will combine strong teaching and learning leadership with relentless attention to culture, routines, safeguarding, staff development and day-to-day operational excellence.

The Vice Principal will know the school deeply: the children, the families, the staff, the curriculum, the books pupils are reading, the quality of work in books and the habits that make the academy successful. They will be expected to step in where needed, solve problems, support colleagues and ensure that the school runs calmly, safely and effectively each day.

As Vice Principal, you will play a central role in the leadership, management and continued improvement of the academy. Your specific responsibilities will be agreed annually with the Principal and will reflect the needs of the school, while ensuring you gain broad experience across all aspects of academy leadership. You will lead key areas of school improvement, which may include safeguarding, curriculum development, teaching and learning, behaviour and culture, systems and routines, timetabling, staff development, training and induction, assessment, data analysis, external relationships and community partnerships.

You will support the Principal in establishing a school culture that is both nurturing and rigorous, where pupils are safe, known, challenged and successful.

### **Key Responsibilities**

- Support colleagues, including all other members of the leadership team, in their work for the development and improvement of the academy, in order to achieve high standards of behavior and attainment
- Support and contribute to the development and implementation of the academy's vision and strategy
- Drive improvement across the academy by identifying what is working well, what is not yet consistent enough and what needs to change
- Step in where needed to remove barriers, support staff, resolve issues and maintain high standards for pupils and families
- Take responsibility for the day-to-day leadership and management of the school alongside the Principal and SLT, and in the Principal's absence, provide calm, decisive and visible leadership of the academy. This includes leading daily operations, managing urgent safeguarding or behaviour matters, supporting staff, making timely decisions and representing the academy with parents, partners, governors and Ark colleagues.
- • Manage daily staff absence reporting, recording, SLT updates and cover arrangements.



### **Leadership and Management**

- Share responsibility for the management of the academy and to 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
- Lead identified academy improvement priorities from diagnosis through to implementation, quality assurance and evaluation of impact
- Actively promote the academy and liaise with external 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
- Line manage identified teachers, co-teachers and/or middle leaders, setting clear expectations and supporting them to improve and develop their practice
- Support the Principal in ensuring that communication across the school is clear, timely and followed through
- Be a member of the safeguarding team and support the effective management of safeguarding systems, actions and follow-up.
- Lead parent-facing work, including meeting with parents, explaining school systems and decisions clearly, and supporting families to understand how they can help their child succeed.

### **School ethos and culture**

- Support the principal in fostering a strong sense of academy community and ethos among both staff and students
- Provide a visible leadership presence at key points of the day, including gates, corridors, transitions, playgrounds, lunch, assemblies and end-of-day routines
- Ensure behaviour systems are implemented consistently, fairly and with warmth, clarity and follow-through. Promote consistent implementation of policies and system of rewards and sanctions, characterised by orderly behaviour, caring and respectful relationships
- Relentlessly uphold the academy's agreed habits, systems and routines so that pupils experience consistency, safety and high expectations every day
- Support staff to maintain high expectations while building positive relationships with pupils and families.
- Know pupils well and use this knowledge to support behaviour, inclusion, safeguarding and culture
- Model and coach staff in precise routines that support calm classrooms, strong relationships and excellent learning behaviour
- Act as a positive role model for 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

### **Teaching and learning**

- Support the training and development of teaching staff so as to improve the quality of teaching and raise the level of challenge in lessons Lead improvement through regular lesson visits, book looks, pupil voice, coaching, modelling and feedback.
- Use assessment, work scrutiny and classroom evidence to identify strengths, diagnose gaps and secure rapid improvement. Ensure pupils' books reflect high expectations, strong progress, precise feedback and pride in learning.



- Support the principal in leading whole school planning and assessment through accurate record keeping and sophisticated data analysis
- Maintain a regular teaching timetable and model excellent teaching and professional habits through their own classroom practice
- Maintain regular and productive communication with parents, to report on progress, sanctions and rewards and all other communications
- Support teachers to respond effectively to pupils who are falling behind, including disadvantaged pupils, pupils with SEND and pupils who need additional challenge. Ensure, through quality first teaching and targeted interventions that children make significant and continuing progress against their baselines.

**Other**

- 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.



## Person Specification: Vice Principal

### Qualification Criteria

- Qualified to degree level and above
- Qualified to teach and work in the UK

### Knowledge, Skills and Experience

- Demonstrable commitment to raising attainment of all pupils
- Experience of having led, or significantly contributed to, the success of a school through its leadership, ethos, teaching and learning and results
- Experience and understanding of how to improve and sustain an effective behaviour policy
- Experience at Deputy Head / Vice Principal level (or equivalent)
- Experience leading a team and/or supporting the significant success of others, including professional development and effective management of underperformance
- Ability to use data to inform decision making and diagnose weaknesses that need addressing

### Behaviours

- Genuine passion for and 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

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

*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](#).*