

## Job Description: Head of Ark Teacher Training Recruitment\*

**Reports to:** Head of Talent

**Location:** Currently operating hybrid working in our West London Office

**Contract:** Permanent

**Pattern:** Full Time (standard hours 9am – 5.30pm) (part-time would be considered up to up to 0.8FTE)

**Full-time salary:** £55,000 to £65,000

*(\*Please note this is a working title and may be subject to change in line with our job evaluation project from 2026 onwards)*

### **About the role:**

The purpose of this role is to lead the recruitment of trainees for Ark's flagship teacher training programme. This includes both direct hiring for our own 39 Ark schools and in addition recruitment for several of our partner schools. (Depending on our growth strategy and the experiences of the successful candidate there is the possibility to also lead recruitment of new partner schools for Ark Teacher Training).

The Head of Ark Teacher Training (ATT) Recruitment also oversees early career recruitment, supporting Graduate Teaching Assistant (GTA) hires that are our future ATT pipeline.

The role provides the strategic oversight of our trainee attraction and assessment, overseeing the team who deliver this and managing the relationships with stakeholders, candidates and schools.

This person is a key leader in the People Team, regularly engaging with a broad range of stakeholders including external partners and providers, universities, school leaders, Gen Z and Alpha candidates, as well as early-stage career changers. They will also build essential working relationships within the Recruitment and Talent function (their home team), the HR Business Partner Team, HR Operations Team and ATT Programmes Team.

### **Key Responsibilities:**

- Lead the overall strategy to deliver a pipeline of trainees to the Ark Teacher Training programme, at around 3,000 applications per year and around 130-150 hires a year (with the potential to grow)
- Lead and enable the team to deliver this strategy; ensuring that they are highly motivated, well supported and given excellent development
- Manage the ATT recruitment system to ensure it is fit for purpose, improving key performance indicators and providing insightful data to make tactical changes in strategy
- Manage the ATT recruitment data to identify trends and make tactical changes to the recruitment strategy and approach each year and within year as needed
- Oversee a significant budget; manage and align this budget to maximise our attraction and impact

### **Strategy and growth**

- Work across the Business Partner, Learning Institute and Talent and Recruitment teams to ensure that the strategy for building a pipeline of trainee teachers remains strong, responds to the network needs and is future proofed to reflect changes in the sector
- Work with the Head of Talent to build strategic partnerships to support the continual development of strong pipelines of trainees particularly in challenging subject recruitment and geographies

- Ensure that the strategy for building the initial teacher training pipeline is clear and that any concerns around changes to this are escalated and that schools keep to their commitment of minimum hires, flagging early warnings when there are concerns around demand
- Regularly reviewing subject hires, ensuring tactical in year changes or pivots are made where subjects hires are low or where demand is low
- Play a key role in the future of ATT's growth and work closely with colleagues in the Ark Learning Institute to ensure the Ark pipeline is significant and the programme is aware of future challenges or identified patterns as it grows so that the programme can pivot its approach as required
- (Depending on our growth strategy and the experiences of the successful candidate there is the possibility to also lead recruitment of new partner schools for ATT)

### **Marketing, outreach and attraction**

- Lead the ATT employer brand strategy and messaging in close collaboration with the Communications team, Head of Talent and Head of Recruitment Services
- Lead the ATT marketing campaigns to drive applications, usually in the '000s to our site
- Lead the external networking opportunities and job fairs, attending where possible themselves, in addition to the team

### **Systems and data**

- Manage the ATT Recruitment Platform/System that carries applications for the programme ensuring it has an excellent candidate interface and that it enables best practice recruitment to take place.
- Work closely with the Head of Recruitment Services to review this current system and potential integration with Ark's own, wider recruitment platform/portal
- Extract, manage and use data insights from the recruitment platform to ensure we remain abreast of challenges and shortages areas, and respond accordingly to make tactical adjustments for our schools and subject areas

### **Interviewing and assessment**

- Lead the model of assessment and selection for candidates, ensuring it is robust, fit for purpose and delivers excellent trainees. Where significant or tactical changes are needed; liaise with Regional Directors (RDs), Principals, ATT Programmes and the wider recruitment team
- Undertake direct hands-on interviewing for first round stages and support the team to roll out school-based assessment days

### **Guidance and best practice**

- Follow best practice advice and remain up to date, ensuring (for example) KCSIE guidance is clear and correctly noted in any best practice toolkits or guidance
- The role will stay abreast of the latest patterns, trends and innovations in trainee recruitment practice, and provide analysis reports using data insights to the ATT governing board, Steerco.

### **Other**

- Any other project or priority as directed by your line manager, Head of Talent

## Person Specification: Head of Ark Teacher Training Recruitment

### Qualifications

- Qualified at least to first degree level, or equivalent

### Knowledge & Skills

- Experience of strategic recruitment campaigns and running large scale, volume recruitment campaigns across a multi-site/network or group is essential
- Comprehensive knowledge of employer branding, marketing, communications and recruitment for Gen Z, Alpha, career changes and graduate recruitment more broadly
- Experience of line management and team management
- Ability to write copy and text to a high quality is essential
- Experience of the education sector is ideal; this could include having done Initial Teacher Training or having worked within the education sector more broadly

### Personal Qualities

- Ability to think and act strategically, turning actions into desired goals and outcomes at strategic levels
- Good manager, capable of developing others, building capacity and capability through distributed leadership, supporting and galvanising a team
- Excellent communication (written and oral), presentation, and inter-personal skills
- Ability to interpret quantitative data information, and qualitative information to make sensible decisions and inform actions
- Ability to balance the strategic and the operational, ensuring that there are clear accountabilities within their team
- Effective time management and organisational skills, with demonstrable ability to prioritise
- Ability to work well under pressure, with strong problem solving and analytical skills
- Flexibility and adaptability to respond to changing needs
- Effective team worker who enjoys collaboration and hands-on work with colleagues across the network
- Influential, with the ability to challenge the status quo when required

### Other

- Right to work in the UK
- Commitment to equality of opportunity 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](#).*

*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. To know more about Ark's diversity and inclusion commitments, please click on this [link](#).*