



# Ark Isaac Newton Academy

## Head of Year





# About Ark Isaac Newton Academy

Ark INA is based between Ilford High Road and Green Lane In Ilford. The school’s learning community is based upon the core values of mutual respect, personal discipline, and an unwavering commitment on the part of all community members to do whatever it takes to excel.



Ark Isaac Newton Academy Secondary is a non-denominational, non-selective school, welcoming girls and boys from all backgrounds from the local community. The school opened with just 180 Year 7 students in September 2012. The secondary academy has grown year on year and we now have 1200 11-18 year olds (including 250 students in the Sixth Form). In September 2014, Ark Isaac Newton Academy opened a three-form entry primary academy in purpose-built accommodation right next to the secondary academy. There are 90 children in each year group, and like the secondary academy, it has grown a year group at a time. As of September 2021, we now have a fully all through academy with our year 6 moving into year 7.

The London Borough of Redbridge forecasts a significant deficit in secondary school places over the coming years. The Academy will thus serve a critical, long-term need for the community. Although the local area encompasses considerable economic disadvantage, its young people achieve some of the best results in London schools. Ark was chosen to sponsor the academy because of the success of our educational model and the alignment of our educational vision with the Redbridge context.



Dear Candidate,

I am delighted to introduce you to Ark Isaac Newton Academy, a brand new, purpose-built, all-through school for students aged 4-18 in Ilford.

Our staff work tirelessly to ensure that each and every student is supported and stretched to reach their full potential. We focus on working towards achieving our vision **‘Together, we build a kind, safe and inclusive environment that instils the knowledge and character necessary to reach transformational destinations’**. Commitment to this has already delivered a series of great successes highlighted in October 2018 when the academy was judged by Ofsted to be outstanding in all areas.

Joining Ark Isaac Newton Academy in September 2020, I have spent more than a decade as a senior leader, a large portion of this within an all-through school. There is something incredibly special about working in an all-through school, which makes me committed to delivering the highest quality education to all the students at Isaac Newton Academy and will build on the successes already enjoyed by the school, especially highlighted with our amazing year 6, 11 and 13 academic outcomes in 2022, 2023 and 2024.

Our academy aims to be a ‘home from home’ for both staff and students. My belief is all students deserve a great school and staff a great place to work. Therefore, we are very clear with the culture that we wish to cultivate for our community. Central to this is being a mission led organisation, which is at the heart of everything we do and outlines our ambition, that goes beyond ensuring our students have excellent academic outcomes. Ultimately, working for Ark Isaac Newton Academy is about being part of something unique where aspirations for all people are incredibly high. We certainly want like minded people to join our organisation and live our mission each day, every day: ***Striving together to be pioneers whose legacy makes a positive difference for our world.***

I wish you the best with your application.



Morgan Haines  
Principal





## Our Mission

Striving together to be pioneers whose legacy makes a positive difference for our world.

## Our vision

Together, we build a kind, safe and inclusive environment that instils the knowledge and character necessary to reach transformational destinations.

## Our Values & Beliefs

- **Integrity** – We are true to our values, doing what we say; we always do the right thing, even when it's hard and nobody is watching.
- **Kindness** – We always support each other, show genuine care and consider the feelings of others in all our actions and words.
- **Professionalism** - We model pride and positivity in all that we do; we are always respectful and take responsibility for our actions.
- **Growth mindset** – We work hard; we are resilient in adversity and unafraid of failure, always embracing our mistakes and celebrating our growth.
- **Excellence** – We are highly ambitious, doing the best in all we do to become the greatest version of ourselves.
- **Community** – We are unified, valuing relationships that create an environment where everybody is accepted and belongs.





## About Ark

Ark is an education charity set up in 2004 to create a network of high achieving, non-selective, inner city schools where all pupils, regardless of their background or prior attainment, achieve highly enough by age 18 to have real choices: to go on to university or the career of their choice. Ark has no faith affiliations.

All ARK schools are situated in areas of high deprivation or educational need and our pupil profile reflects this: over half of our pupils are eligible for free school meals compared to 18% nationally.

The ARK network operates 39 schools in the UK across London, Portsmouth, Birmingham and Hastings. Each of our schools has its own distinctive character, reflecting its local community.

All Ark Schools prioritise six key principles:

- High expectations
- Excellent teaching
- More time for learning
- Knowing every student
- Exemplary behaviour
- Depth before breadth



## A Commitment to Encourage Diversity

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.

Our aim is that our workforce will be truly representative of all sections of society and that each employee feels respected and able to give their best. To that end we are committed to provide equality and fairness for all in our recruitment and employment practices and not to discriminate on grounds of age, disability, gender reassignment, marriage/civil partnership status, pregnancy and maternity, race, religion or belief, sex, or sexual orientation. We oppose all forms of unlawful and unfair discrimination.

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



## Job Description: Head of Year

Reporting to: Vice Principal  
Responsible for: Tutors and leadership of the Year Group  
Start date: September 2025  
Salary: Ark MPS/UPS (£37,713-£56,157) plus TLR, depending on experience  
Closing date: Monday 2<sup>nd</sup> June 2025  
Interviews: Candidates will be contacted once shortlisted

### The Role

- To work with the Senior Leadership Team to ensure effective pastoral systems and procedures are consistently implemented across the Academy.
- To be the pastoral leader for a cohort of students that intentionally builds a culture around our values and mission.
- To maintain a presence around the academy to ensure that the highest standards of conduct and professionalism are upheld
- To maintain a teaching timetable, modelling outstanding practice in terms of classroom teaching, preparation, marking and assessment
- To be a teacher of reading (along with all Academy staff)
- To contribute to the strategic leadership of the Academy, developing, implementing and evaluating systems, policies and procedures
- To contribute to discussions and decisions at Extended Leadership Team meetings
- To communicate and liaise with staff, students, parents, governors and members of the local community as appropriate
- To be active in issues of staff and student welfare and support
- To actively promote the academy and liaise with outside agencies as necessary, representing the Academy or ARK as appropriate
- To demonstrate a commitment to Equality of Opportunity for all members of the Academy's community.

### Key responsibilities

- To oversee and monitor the progress of the students in a year group against the key habits outlined in our Newton's Growth model: attendance, punctuality, conduct, organisation and effort in both class and home learning
- To communicate the highest expectations of conduct and consistently and effectively implement the Academy's conduct policy and procedures
- To design and plan the tutorial programme for a year group, including leading on their PSHCE curriculum, the Cultural Passport and the pastoral programme, ensuring that tutors are trained and monitored in its delivery
- To lead a team of tutors, developing and enhancing their practice, and to ensure that the highest level of pastoral care is provided to every student
- To establish and communicate the highest expectations of attendance and punctuality for all students
- To lead the strategy for the attendance of a year group and to respond promptly to any attendance and punctuality issues to ensure that the Academy's targets are met/exceeded



- To develop relationships with the parents/carers of the students in a year group and to communicate effectively with them
- To lead assemblies for a year group
- To lead on the pastoral support for students in a year group, including liaising with colleagues in the academy and with outside agencies to set up interventions to support individuals and groups of students, as and when required.
- To support students in the acquisition and development of the values of Ark Isaac Newton Academy in order to help them achieve our mission and vision
- To liaise with the Health and Welfare Officer regarding care plans, medical and dietary needs of students
- To liaise with the Designated Safeguarding Lead to provide support to vulnerable students in the year group as appropriate
- To lead on the rewards strategy for a year group, including the organisation of Purple Pioneer Trips and celebration assemblies

## Monitoring and Evaluation

- To monitor the effectiveness of the Year Team Improvement Plan
- To use a data-driven approach to regularly and forensically review the conduct, attendance and punctuality of the year group, in order to plan, implement and oversee support and interventions
- To regularly and forensically review the attainment and progress of all students, groups and subgroups within the year group and plan, implement and oversee support and interventions
- To systematically review the quality of the delivery of the PSHCE curriculum and pastoral programme for the year group
- To produce reports as required on student attainment, progress, attendance and conduct
- To ensure that all Academy policies are implemented consistently by tutors

## Strategic Leadership

- To lead colleagues in formulating aims, objectives and strategic plans for the team which support and complement those of the Academy
- To produce an annual Year Team Improvement Plan and monitor and evaluate its delivery and impact
- To plan the deployment and development of staff expertise to achieve Year Team Improvement Plan objectives

## Staff Development

- To support the development and training of tutors, ensuring that their CPD needs are met
- To ensure effective induction of new tutors in line with Academy procedures
- To promote teamwork and to motivate staff to ensure effective relations
- To support and challenge team members, including in circumstances when they are underperforming
- To organise effective team meetings with relevant agendas to support tutors in raising the standards of the students' habits in the year group





## Resources

- To effectively manage a budget in order to progress agreed team and Academy priorities, maximise attainment and ensure value for money
- To effectively manage physical resources, stock and subject accommodation in order to maximise attainment levels and maintain an environment conducive to learning
- To ensure that risk assessments and health and safety checks are carried out in line with Academy policy

## Other

- To undertake any other professional duties as set down in the ARK Schools pay and conditions of service document, and as directed by the Principal.



## Person Specification: Head of Year

### Qualification criteria

- Qualified to degree level and beyond.
- Qualified to teach in the UK
- Qualified to work in the UK.

### Experience

- Some experience at Junior Leadership level (desirable)
- Experience of having worked successfully in at least one school in an urban, multi-cultural setting, teaching students from backgrounds of socio-economic disadvantage
- Experience of having delivered consistently outstanding lessons to students of all ages and achievement levels
- Experience of having directly impacted on the raising of attainment levels in a subject area or phase
- Experience of having significantly contributed to the success of a school through its leadership, ethos and teaching and learning
- Experience of having contributed to policy formulation, implementation, evaluation and review.
- Experience of having implemented and sustained effective behaviour management strategies.

### Vision and Strategy

- Vision aligned with ARK and the academy's high aspirations and high expectations of self and others
- Understanding of the strategies needed to establish consistently high aspirations and standards of results and behaviour in an urban school setting and commitment to relentlessly implementing these strategies
- Ability to effectively lead on a wide range of initiatives and areas of responsibility
- Confident and forensic use of data to review the key pastoral metrics such as attendance, punctuality and conduct in order to diagnose areas that need addressing and responding to with an effective action plan
- Confident and forensic use of data to assess student achievement levels and progress, the ability to inform and diagnose weaknesses that need addressing and to effectively action plan to raise individuals' attainment
- Understanding of what outstanding teaching and pastoral practice looks like and how to diagnose and implement effective strategies to raise learning standards
- Commitment to the importance of supporting students to develop their character through a focus on the Ark INA values



## Leadership Behaviours and Qualities

- Effective leadership and management style that encourages participation, innovation and develops colleagues' confidence and trust.
- The ability to work in close harmony with the Principal and all staff.
- Ability to lead, coach and motivate staff, including professional development and effective management of underperformance
- The ability to learn from others.
- The ability to enthuse and inspire others
- Excellent listening skills
- Strong interpersonal, written and oral communication skills
- Strong organisational and time-management skills and the ability to delegate appropriately
- Strong ICT skills, especially for data management
- Passion, energy, resilience and optimism to cope with day-to-day challenges while maintaining a clear strategic vision and direction.
- A firm and constant belief in the unlimited potential of every student and a commitment to inclusive educational provision
- The ability to skilfully manage and maintain effective working relationships with parents, community members and other stakeholders
- The ability to consistently deliver outstanding lessons.
- The ability to develop positive relationships with all young people and adults
- The ability to take personal responsibility, a readiness to reflect and self-evaluate and the ability to be flexible, to change, improve and develop
- Confidence and self-motivation
- The ability to work well under pressure
- The ability to be decisive.
- High levels of honesty and integrity
- A sense of humour and desire to have fun.

## Other

- This post is subject to an enhanced Criminal Records Bureau disclosure.
- The post holder must be committed to safeguarding the welfare of children and to providing equality of opportunity.

*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.*

