



Ark Victoria
Academy

Assistant Headteacher – Safeguarding & Inclusion

Reporting to:	Deputy Headteacher
Start Date:	September 2025
Location:	Ark Victoria Academy, Talbot Way, Small Heath, Birmingham, B10 0HJ
Contract:	Permanent
Working Pattern:	Full Time
Salary:	Ark Leadership Scale, points L10 – L14 (£63,117 - £69,597 per annum)* <i>*Subject to increase with 2025/26 pay scales</i>
Closing Date:	15th May 2025 at 11am

About the role

Ark Victoria is seeking to appoint an Assistant Headteacher for Safeguarding and Inclusion to join our secondary phase leadership team. You will be passionate about creating a safe and inclusive environment for students with the leadership skills to drive positive change. You will take responsibility for the day-to-day management of the school alongside the Executive Principal, Head of School and extended leadership colleagues, maintaining the highest standards of behaviour and attainment.

Our values mean a great deal to us and underpin all that we do, and so it is important that you are strongly aligned to our schools' vision, championing Ark Victoria's pledge of being Ambitious, Resilient and Kind as well as living by the Ark ethos and six pillars that enable us to achieve our mission.

As a member of the senior leadership team, you will also be centrally involved in the overall leadership and management of the academy with particular focus on Safeguarding and Inclusion.

As part of the Ark network, our staff benefit from strong links with the wider network; particularly with the other Ark schools in Birmingham. We harness expertise and build pastoral communities so that our teachers can learn from and collaborate with colleagues. As well as networking with colleagues in other Ark schools, our staff receive high quality training and support.

If you are ready to add further value to our school and to join a brilliant school leadership team, then you will find this job extremely rewarding.

About Ark Victoria Academy

Ark Victoria Academy provides pupils with an excellent education through an ambitious curriculum, personal development and character programme, and an extensive student experience and extra-curricular offer. Although we are a large school, we are able to retain a family feel, to nurture our pupils through their schooling and ensure that they flourish and leave us with the skills and qualifications necessary to continue their journey of life-long learning in a university or career of their choice.

Our school values and virtue pathways are crucial to our culture and ethos, they are also part of the way we work and learn together and have been instrumental to us on our school improvement journey. Our values of Ambition, Resilience and Kindness permeate our curriculum, our culture, school and our learning community.

It is for these reasons that Ark Victoria Academy was judged to be significantly improved in all areas from the 2019 'Good' inspection, by Ofsted, in October 2024: *'This is a school which lives out its values in full for the benefit of children in Nursery to the pupils in Year 11...pupils thrive at all stages of Ark Victoria Academy...as the school knows its pupils very well, they are very well supported to engage with the school's ambitious curriculum'*. The full report (September 2024) can be found here: <https://files.ofsted.gov.uk/v1/file/50262921>.

We prioritise staff development with a strong emphasis on securing expert subject knowledge from our teachers, strong teaching and leadership and a focus on excellence for our pupils and staff. **Our [website](#) can provide more information about Ark Victoria Academy.**

Why work for our school?

We value our staff and provide a comprehensive programme of coaching and professional development for all our staff. We use our values and our virtue pathways to shape the way we work and learn together. Hear what our teachers have to say about working at Ark Victoria Academy: <https://arkvictoria.org/jobs/working-for-us>

- We take CPD seriously, which is why we offer twice the number of training days as standard
- Our school's 'Wellbeing Wednesdays' are a great hit – get in touch to find out more
- Our staff can take advantage of our on-site fitness suite
- Access to Ark Rewards scheme offering up to £1,000 a year in savings from over 3,000 major retailers
- Interest-free loans of up to £5,000 available for season tickets or a bicycles
- Gym discounts offering up to 40% off your local gym

For an informal conversation about the role please contact HR Manager, Kelly Mubarik, via 0121 393 4459 or via k.mubarik@arkvictoria.org.

Please note the school reserves the right to close this advert early and interviews may take place before the advertised closing date. Applicants are strongly encouraged to apply early for this role to avoid disappointment.

How to Apply:

Please submit your application online by visiting <https://arkvictoria.org/jobs/vacancies>.

Job Description

To help you gain experience in all aspects of school leadership and prepare for Deputy Headship and beyond, the exact role and specific responsibilities of the Assistant Headteacher will be agreed annually and will change regularly.

Key responsibilities

- Contribute to the leadership of the academy and its staff in order to achieve high standards of behaviour and attainment
- Leadership of effective external relationships with community and other stakeholders
- In partnership with the principal and rest of the leadership team, ensure the safeguarding of all pupils, and that the safety and wellbeing of pupils and staff is promoted and maintained at all times

Outcomes and activities

Safeguarding and Inclusion

- Lead and manage safeguarding practices and policies for the secondary phase
- Promote inclusion and diversity across the school
- To join the team of Deputy Designated Safeguarding Leads and support staff in implementing effective safeguarding measures
- To deliver safeguarding training in the absence of the Designated Safeguarding Lead
- To collaborate with external agencies to ensure student welfare.

Leadership and Management

- To fully support whole school aims and objectives and policy decisions, contribute to their establishment and initiation and sustain their implementation and review
- Facilitate projects, programmes or systems as directed by the Principal
- Help implement systems that work effectively in combination with whole academy systems and administration
- Help keep systems organised, up-to-date and user friendly for all academy staff
- Line manage particular staff, including target setting, coaching and monitoring.
- To manage staff and resources, ensuring that policies and procedures are adhered to
- In the absence of the principal and vice principals, to step-up and undertake the professional duties of the principal as reasonably delegated

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
- Teach outstanding lessons that motivate, inspire and improve student attainment
- Use regular assessments to monitor progress and set targets, and respond accordingly to the results of such monitoring
- Ensure that all pupils achieve at chronological age level or, if well below level, make significant and continuing progress towards achieving at level
- Maintain regular and productive communication with parents, to report on progress, sanctions and rewards and all other communications.

School Ethos and Culture

- Support the Principal in fostering a strong sense of academy community and ethos among both staff and students
- Promote consistent implementation of behaviour policy and system of rewards and sanctions, characterised by orderly behaviour, caring and respectful relationships, and no shouting

- Act as a positive role model to staff and students.

Other

- Undertake, and when required, deliver or be part of the appraisal system and relevant training and professional development
- To undertake any other responsibilities as directed by the principal.

Personal Specification

Qualification Criteria

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

Experience

- Demonstrable experience of having significantly raised attainment
- Experience and understanding how to improve and sustain an effective behaviour policy and/or teaching and learning in a challenging school
- Experience of having led and managed a team of people
- Experience of having worked to support the significant success of others.

Behaviours

Leadership

- Understands their own contribution to the academy as a whole
- Management style that encourages participation, innovation and confidence
- Strong organisational skills and ability to delegate
- Resilience and motivation to lead the academy through day-to-day challenges
- Strong interpersonal, written and oral communication skills
- Genuine passion and a belief in the potential of every student
- Motivation to continually improve standards and achieve excellence
- Commitment to the safeguarding and welfare of all pupils.

Vision and strategy

- Vision aligned with ARK's high aspirations and high expectations of self and others
- Clear understanding of the strategies to establish consistently high standards of behaviour in an inner city school and commitment to relentlessly instilling these strategies
- Use of data to inform and diagnose weaknesses that need addressing.

Leading the Learning

- Understands what outstanding teaching practice looks like, how to diagnose and implement effective strategies to raise learning standards.

Leading External Relationships

- Can skilfully manage and maintain effective working relationships with parents and other stakeholders.

Other

- Commitment to equality of opportunity and the safeguarding and welfare of all pupils
- Willingness to undertake training
- This post is subject to an enhanced Criminal Records Bureau disclosure.

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](#)

Executive Principal

I am delighted and proud to welcome you to Ark Victoria Academy, a family school in the heart of Small Heath. I joined our academy in 2019 and am working hard with our pupils and staff to make sure our school continues to improve. We want to provide an excellent education for each and every one of our pupils.



As Principal, it is my responsibility to create an environment in which your child can become a confident, articulate, resilient and kind young adult. Our curriculum, enrichment programme and student experience days, help ensure our pupils learn, thrive and make progress. We are committed to preparing and supporting our pupils to go on to pursue careers they are passionate about, contributing positively to society and living happy, healthy and fulfilled lives.

Our school community works hard to ensure our values of being **ambitious**, **resilient** and **kind** underpin our work and are upheld by us all.

We know that all children can and will achieve success and our dedicated staff work hard to nurture, support and provide challenge, to make this a reality. We welcome and value the input of carers and parents; together, we work hard to help realise the dreams and ambitions of our children and their families.

Please take a look around our website to find out what we can offer your child. The best way to really understand our school is to experience it. I would love to show you around and answer any questions you may have.

Ms Ela McSorley, Executive Principal

Being part of the Ark network

Ark is an international charity, transforming lives through education. We exist to make sure that every child, regardless of background, has access to a great education and real choices in life. We know that great schools need great teachers, which is why we offer you the very best training and support at every stage of your career - from starting out as a trainee to running your own school.

Our highly-successful network of 39 schools educates over 20,000 students across Birmingham, Hastings, London and Portsmouth. They are achieving some of the best results in the country despite being largely in areas of historic academic underachievement.

Ark schools prioritise six key principles: high expectations; excellent teaching; exemplary behaviour; depth before breadth; more time for learning; knowing every child.

Ark invests significantly in a number of professional development programmes which complement academy level training:

- The Ark training menu: we have developed a bespoke training menu, which is accessible by all staff in the network offering a wide range of training modules to staff in all roles
- Network support: schools share CPD, allowing us to share best practice and role specific training across the network, facilitated by in-school and central staff
- Ark staff receive 10 training days each year rather than five creating time to collaborate with subject specialists within each school and across the network

Ark is at the forefront of changing education society through education. You can read more about how Ark is transforming lives through education [here](#).

Ark Safer Recruitment Procedure

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.

Disclosure

This post is classified as having substantial access to children, and appointment is subject to an enhanced police check of previous criminal convictions (DBS). Applicants are required, before appointment, to disclose any conviction, caution or binding over including 'spent convictions' under the Rehabilitation of Offenders Act 1974 (Exemptions) Order 1975. Non-disclosure may lead to termination of employment. However, disclosure of a criminal background will not necessarily debar individuals from employment – this will depend upon the nature of the offence(s) and when they occurred.

Reference checking

References from the previous and current employer will be taken up for shortlisted candidates, and where necessary employers may be contacted to gather further information.

Probation

All new staff will be subject to a probation period of six months (which may, in certain circumstances, be extended by up to 10 weeks). The probation period is a trial period, to enable the assessment of an employee's suitability for the job for which they have been employed. It provides the academy with the opportunity to monitor and review the performance of new staff in relation to various areas, but also in terms of their commitment to safeguarding and relationships with pupils.