HABERDASHERS' ASKE'S

KNIGHTS ACADEMY









2018-19

ICT & BUSINESS TEACHER

(Second in Charge)

RECRUITMENT PACKAGE

AN ALL THROUGH
3 - 18 ACADEMY

www.haaf.org.uk



From the Principal

Dear Candidate,

Thank you for your interest in the post of ICT & Business Teacher. This is an exciting that has arisen for a welcoming and hard working individual to join our dedicated ICT and Business team in a fast paced environment.

This is a truly exciting opportunity for an existing or aspiring ICT and Business Teacher, with 2ic responsibility.

To succeed in this role you will need to be able to plan and deliver stimulating and challenging lessons whilst setting appropriate and challenging work for all abilities. We are looking for someone who is committed to working with colleagues across our Federation and who is committed and ambitious for their own professional development.

Knights Academy is a vibrant, diverse school community with a relentless focus on high expectations and aspirations. The academy opened in 2005 and, with the addition of a primary phase in 2010, subsumed two very low-attaining local authority controlled schools to become a large all through 3-18 Academy. We serve the families of the local community in the London Borough of Lewisham and since 2005 we have been on a trajectory of rapid improvement. We strive for excellence in all that we do, whether that is standards of academic attainment, presentation, or behavior.

The Federation currently comprises three all-through schools and one free primary school, which totals over 5,000 students and 600 staff. The scale of expertise and leadership across our Federation gives us enormous capacity. It is this capacity that has resulted in the success of the Federation, and it is this capacity that allows us to mount new ventures and allows our staff to take on new opportunities and rapid development trajectories.

Our school and our Federation is a uniquely exciting place to be and I hope that you decide to join us in our current phase of rapid development and growth.

Dr Tesca Bennett
Principal
Haberdashers' Aske's Knights Academy



From the Chief Executive

A message from the Chief Executive

A very warm welcome to Haberdashers' Aske's Federation. We are a Multi-Academy Trust of three secondary schools and five primary schools organised as three all-through 3-18 academies and a primary free school:

- Haberdashers' Aske's Crayford Academy
- Haberdashers' Aske's Knights Academy
- Haberdashers' Aske's Hatcham College
- Hatcham Temple Grove Free School

Our schools are in the London Boroughs of Lewisham and Bexley and educate over 5,000 children and young people in south-east London. All our schools have a single vision and ethos and are committed to valuing tradition, as well as progress, and promoting excellence in every area of school life, and to ensuring every student in our care fulfils their potential. We have a strong ethos based on mutual respect and responsible behaviour.

Our Principal Sponsors, the Worshipful Company of Haberdashers, take a keen interest in the welfare and progress of our students and are extremely generous with their support and expertise.

Being part of a Multi Academy Trust

Our Federation brings together primary and secondary schools in an innovative and ambitious way. United by a single Trust Board, Chief Executive, Finance Director and Director of Performance, our three all-through school clusters are autonomous schools with their own Principals and senior leadership teams.

At the same time, links develop at every level and in every area of school life. There are excellent opportunities for sharing resources, learning from each other and student and teacher exchange. The Federation is at the cutting edge of national educational initiatives, committed to research and development and to adopting creative solutions that will benefit all students. All our students are inspired to reach their full potential, no matter their ability or background; aspirations and achievements are constantly raised; the improvement of standards reflects the needs of the local and wider communities, through the highest quality academic, personal and vocational teaching and guidance. We build on the strengths and experiences of our schools so that our students become independent learners, fully equipped for the opportunities, challenges and responsibilities of adult life in the 21st century and well prepared to be the leaders, professionals and parents of tomorrow.

Mr Adrian Percival
CEO



Our Vision

The Haberdashers' Aske's Federation is a Federation of three all-through academies, each at the heart of their community that share a vision for the education of children and young people. Our vision is built from our values of aspiration and achievement, personal responsibility, self-discipline and mutual respect. We are forward-looking and value innovation within the context of our long tradition of providing excellent education. Based upon these values we aim to ensure all the children and young people who come to our schools:

- are happy and safe at school and are able to learn successfully within a supportive environment.
- are able to achieve their full potential personally, academically and socially.
- develop and grow as independent, resourceful and resilient individuals.
- are equipped with the skills, qualifications and love of learning they will need to be successful

> "We are forward-looking and value innovation with-in the context of our long tradition of providing excellent education."

We will achieve these aims by providing a safe environment where all children and young people can succeed through:

- Provision of a curriculum that is stretching, relevant and provides each student with the opportunity to excel.
- High expectations of every member of our community.
- Excellent teaching, leading to the highest standards of academic excellence.
- The best standards of behaviour based upon our values of mutual respect, self- discipline and self-confidence.
- A respect for tradition that embraces innovation and challenge.



Role Description

The ICT and Business Teacher;

The successful candidate will be expected to make contribution to the continuing development of our Business and ICT department. Applicants should be able to demonstrate previous and successful experience of raising standards through their teaching of Business and ICT, across KS3, KS4 and KS5, including a mixed ability range. They will have the ability to motivate pupils, as well as being able to work as part of a team to ensure all pupils reach their full potential. The successful post holder will be required to support the Head of Department with the management of teachers, whilst also ensuring effective development of the Business Studies curriculum. We therefore require someone who:

- Has a proven track record of raising standards;
- Can demonstrate and evidence a strong subject knowledge;
- Be organised, innovative and self-motivated;
- Help lead an established team and report on the quality of standards, attainment and student progress.



Key responsiblities

The Teacher of ICT and Business will:

- To work within and contribute to established academy and department frameworks for
  - Lesson planning, delivery and evaluation
  - Student behaviour and care
  - Student assessment
- To actively contribute to the teaching of ICT and Business across all age and ability ranges
- To remain informed of current developments in the subject area, to participate in INSET and to initiate change where appropriate
- To devise innovative, challenging schemes of work
- To consistently plan and deliver outstanding lessons, ensuring that a variety of teaching resources are utilised
- To ensure that students' work is marked regularly and conscientiously, in accordance with the academy marking policy
- To set and mark internal examinations and tests as required
- To demonstrate good knowledge of a wide range of teaching methods and to implement these in the classroom
- To be fully committed to and actively contribute to the academy house and enrichment activities programme
- To possess excellent ICT skills and use these as a core tool in the teaching of ICT and Computing
- To provide accurate information for parents as directed by academy and department policy and to attend parents' evenings and other presentation meetings as directed

Achievement/Pupil Progress

- To ensure that the students' progress is assessed in line with the school's assessment policy
- Ensure students receive high quality assessment feedback through book marking and assessment in lessons
- To be able to use data to identify underachieving pupils and to introduce the use of interventions to raise achievement.
- To write termly reports based on the progress of all pupils
- To use data to set targets for individual students, ensuring triangulation of target setting with teacher, pupil and parents
- To oversee reporting to parents on student achievement in the given department



Key responsiblities continued

* To liaise with and support the HOD and the rest of the Business and Economics team to ensure the smooth running of the department as required

- To meet regularly with the HOD in order to facilitate the development of the department and to take a full role in this.
- To be responsible for the setting of work for absent colleagues for KS4 and KS5 when HoD is not present
- To support the HOD in the running of weekly department meetings

- To have input with performance management and reviews of members of staff directed by HOD.
- To deputise for the HOD in cases of absence.
- To help disseminate ideas and approaches for classroom and curriculum management to help raise standards.

- To support the HOD in the curriculum delivery by planning and designing schemes of learning and planning sequence of lessons
- Plan, prepare and deliver good/outstanding lessons to provide students with the opportunity to achieve their potential
- Ensure that lessons are engaging and stimulating taking into account students' individual needs
- Manage, develop and share resources to enhance teaching of Business & Economics including suitably differentiated materials
- To actively encourage a range of effective teaching and learning strategies

▪ To advise and support colleagues in the delivery of the Business and Economics curriculum at KS4 and KS5

- To teach ICT across all key stages if required
- Ensure effective learning in the classroom and department areas by following the s
- chool's Behaviour Management Policy

General responsibilities

- To work within the Academy framework with regard to Health and Safety
- To promote equal opportunities in the Academy
- To promote the ethos of the Federation / Academy
- To support the Academy's commitment to the continued professional development of all staff
- To undertake any additional duties as may reasonably required by the CEO or Principal



Person Specification

Criteria	Essen-tial	Desir-able	How identified and assessed*
Education/qualification and training			
Is a well-qualified graduate	✔		AP,I, R, AS
Has a teaching qualification	✔		AP,I, R, AS
Experience			
Can teach Business and Economics at KS4 and KS5	✔		AP,I, R
Can teach ICT and Computing at KS3 and KS4 and who has some knowledge of the primary ICT and Computing curriculum	✔		AP,I, R
Is committed to individual learning pathways and assessment for learning	✔		AP,I, R
Will play a full and active role in the wider development of the Academy	✔		AP,AS,I,R
Proven track record of raising educational standards	✔		AP,AS,I,R
Curriculum and/or pastoral experience	✔		AP,I, R
Personal characteristics/other requirements			
Is committed to personalised learning	✔		AP,I,R
Will demonstrate high level communication and literacy skills	✔		AP, AS,I, R
Ability to prepare lessons with a very short notice period	✔		AP,I, R
Is a 'can do' person who works positively and collaboratively	✔		AP, I, R
Will be able to demonstrate professionalism of the highest order	✔		AS,I,R
Will demonstrate the ability to lead and work within teams	✔		AP,AS,I, R
Ability to think on your feet, react quickly and effectively to potential situations and use initiative on a continuous basis to communicate	✔		AS,I,R
Is committed to working with others to improve the numeracy levels of all students within an all-through setting	✔		AS,I,R
Commitment to safeguarding and promoting the welfare of children and young people	✔		AP,AS,I,R

* AP: application, AS: assessment, I: interview, P: presentation; R: references



Additional Recruitment Information

Recruitment Schedule

- Closing date: 15th April - 12:00pm
- Interview date: TBC

Recruitment Process

Once you have submitted your application, it will be assessed against the criteria in the person specification. If you attain high scores you will then be invited to attend an interview assessment.

This may include:

- Psychometric assessment
- Biographical and competency based interview
- Classroom observation
- Visit around the school
- Case study
- Presentation
- Software tests

References

Before you are invited to interview, the academy will obtain references from your referees. In order to prevent a delay please ensure that the reference section of the application form is accurate and completed in full.

Right to work in the UK

Section 8 of the Asylum and Immigration Act 2006 makes it a criminal offence for an employer to take on a new employee whose immigration status prevents him/her from taking up employment. If you are invited to attend an interview you will be asked to produce original and up to date documentary evidence of your right to work in the UK.



Additional Recruitment Information

Data Protection

Any data about you will be held securely with access restricted to those involved in dealing with your application in the selection process. By signing and submitting your application form you are giving consent to the processing of your data.

Criminal Convictions

All education establishments in the UK are exempted from the Rehabilitation of Offenders Act 1974. In practice this means that all applicants must inform on all spent and unspent convictions on their application form and when completing a Disclosure and Barring form. Failure to provide this information may result in dismissal. List 99 is also obtained on anymore who will be working or coming into contact with children; and must be received by the Academy before employment can commence.

Equality and Diversity

We recognise the benefits of a diverse workforce such as ideas and talent. We are committed to eradicating discrimination in the workplace; and becoming an employer of choice.

Newly Qualified Teachers (NQTs)

NQT's who have been qualified for less than 12 months are welcome to apply for our teaching vacancies.

Special requirements

If you require reasonable adjustments prior to your interview, these can be arranged by emailing knightshr@haaf.org.uk and were practical we will support your request.

Visiting the Academy

If you are successfully shortlisted to attend an interview you will be given the opportunity to have a tour of the school.

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