

# Head of School Information Pack

November 2021



Hampton Gardens  
Hartland Avenue, Hampton Gardens, Peterborough, PE7 8HR



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# Letter from Executive Headteacher

November 2021

Dear Applicant,

## **Application for post as Head of School, Hampton Gardens School.**

Thank you for requesting details for the position of Head of School at Hampton Gardens School. This is a unique and exciting opportunity for a person with substantial senior leadership experience. The role involves the overall operational and strategic leadership of the school.

Hampton Gardens School opened as new free school in September 2017. The current headteacher, Al Greenwood, will have led the school from the pre-opening stages through to the first GCSE results in summer 2022. Al will be retiring from headship in the summer, having led the school very successfully through the first phase of its development. Therefore, this headship role is a wonderful opportunity for the new appointee to take on an already successful school and led it on to truly great things.

We are looking to recruit an enthusiastic, committed, optimistic and resilient person, who will be a highly visible leader and the public face of the school. The role encompasses many of the duties of a traditional secondary headship, but will also function within our innovative cross-phase and multi-academy trust structure.

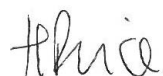
You will work closely with me, the trust, the local governors, the senior team and Hampton Gardens staff. The new appointee will enjoy the support of a loyal, talented and hard-working senior team and will also benefit from working with a strong team of teachers and support staff in a purpose built, exceptional learning environment.

The post is suitable for someone who already has headship experience, or could be an outstanding professional development opportunity for an experienced Deputy seeking their first headship.

Our recruitment pack gives details of the post, the recruitment process and also the history and development of Hampton Gardens and the Hampton Academies Trust. I hope you will be inspired to apply for this exciting opportunity and look forward to receiving your completed application.

In the meantime, if you have any queries or would like to arrange a visit to meet me at the school before the application deadline, please contact the trust HR Team on 01733 246824.

Yours sincerely



Dr Helen Price  
Executive Headteacher/ CEO



# Information about Hampton Academies Trust

The Hampton Academies Trust was formed in September 2014 when Hampton College became a convertor academy and formed a multi-academy trust. One of the drivers for conversion was to allow us to bid for other local opportunities. In September 2015 following a competitive bid process, we were named by Peterborough City Council and Cambridgeshire County Council as the preferred education provider for the new secondary school in the locality, Hampton Gardens School.

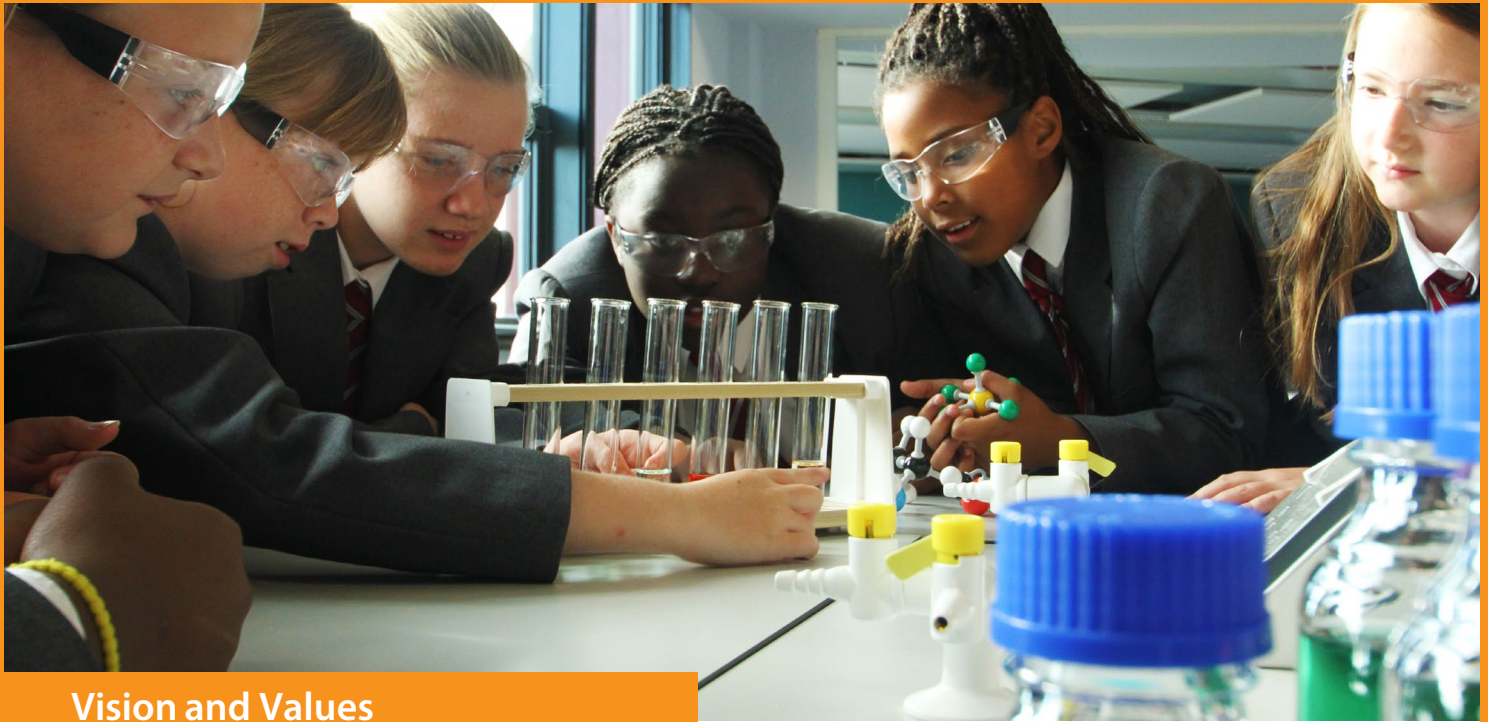
The name of the Trust reflects our local focus and we have no current plans to expand our operations beyond the Peterborough area. We are not a corporate MAT (and do not want to be) and neither are we part of a regional/ national chain. Our vision is to retain our 'homegrown' status and manage our growth in a sustainable way. We believe that MAT working can be most successful when you concentrate on what you know best, in the community you are invested in.

Other Hampton Academies Trust Schools:

Hampton College  
Hampton College Primary Phase  
Hampton Lakes Primary School  
Dogsthorpe Infant School



# Vision and Values



## Vision and Values

Our vision as a Trust is to meet the needs of our students and equip them to fulfil their potential.

### We value people:

- Our schools will be welcoming places, at the heart of our community, valuing all people and their talents, beliefs and cultures equally;
- Students will feel safe and respected as individuals at school; they will feel happy to come to HAT schools to learn;
- All staff will feel valued, informed and involved in decision making;
- Parents and carers will feel well informed, and involved in their child's education.
- We recognise families as sources of love and care for their members, and as the basis of a society in which people care for others.

### We value learning:

- HAT schools will provide for high quality teaching and learning, involving challenging and enjoyable activities; this will enable our students to think, and to produce high quality work;
- Our curriculum will cater for a wide range of ability and talent, and will provide students with a broad, general education of the highest quality. We will provide an outstanding choice of extra curricular activities.

### We value positive behaviour:

- HAT schools will have a positive ethos, which emphasises respect, responsibility and participation;
- Students will be encouraged to grow spiritually, morally, socially and culturally;
- We will place a high emphasis on maintaining positive relationships with students based on honesty and fairness;
- We will expect all members of the HAT school community to act with courtesy, respect and good manners;
- We will emphasise the pleasure in learning, and we will do our best to make sure that fun is part of the experience for all at HAT schools.



### **We value health:**

- HAT schools will promote the importance of healthy living, and we will emphasise its impact on learning;
- In all areas of operation, HAT will stress the importance of healthy eating; students will be encouraged to drink water in most classes;
- All school sites are no-smoking areas at all times;
- We believe that the health and safety of students, staff and visitors are of paramount importance, and they will always be our first considerations;
- We will work with students, parents/carers and relevant external agencies to promote safe travel to and from school;
- In the interest of safety, students will receive clear messages about items that should not be brought onto HAT premises, or on school visits.

### **We value leadership:**

- HAT schools will be well governed, managed and led, having excellent relationships with other schools and agencies. Resources will be used effectively to support learning;
- Students will be offered opportunities to show responsibility, and to develop leadership skills.

### **We value our community:**

- HAT schools will emphasise the opportunities and responsibilities that life in a large community can bring;
- We will make our facilities available to members of our community for learning and for leisure;
- HAT schools will enhance community life;
- Students will be made aware of the positive roles they can play in our global community;
- Students will learn to respect religious and cultural diversity.

### **We value our environment:**

- We will provide an outstanding learning environment: stimulating, colourful and well cared for;
- Students will learn to respect their environment at a local, national and international level.

### **We value the future:**

- We will develop the next generation of citizens and leaders, willing and able to play active roles in their communities;
- We will lead out into the world young people who feel positive about themselves and demonstrate a passion for life, who respect the rights of other people and who are ready to make their mark.

# Information about Hampton Gardens



## Hampton Gardens

Hampton Gardens is an 11-19 free school, which opened in September 2017. Currently there are 210 students in Years 7-10, 180 students in Year 11 and a small number of Sixth Form students (57). When full, the school will accommodate 1200 students in years 7-11 and 300 students in the Sixth Form.

Hampton Gardens operates its Sixth Form jointly with Hampton College, which is located on a neighbouring site. Students are able to access courses and provision available in both schools. It is planned to expand Sixth Form provision over the coming years with full capacity expected by approximately 2023/24.

## Hampton Gardens Facilities

The state of the art school buildings and grounds include the following design features:

- A full size floodlit 3G all-weather pitch, suitable for a range of sports
- An auditorium for performances and assemblies, with retractable seating
- A stunning double height library/ learning resource centre at the heart of the school
- An exceptionally well-equipped Science department, including show laboratories for regional events
- An outside amphitheatre and attractively landscaped grounds for sport and for students to enjoy at break and lunchtimes

Classrooms are airy and light and are all equipped with interactive facilities. The school hall provides an impressive public space, with seating capacity for 400 people; the grounds are attractive and spacious and are utilised well at break and lunchtimes in fine weather.

## Ofsted

It is the Trust's aspiration that all of its schools are at least Good and are working towards being rated as Outstanding by Ofsted. We are awaiting the outcome of our first inspection, which took place w/c 1 November 2021 and we look forward to sharing this with applicants and stakeholders.

## Curriculum Plan:

The curriculum for Key Stage 3 and 4 can be accessed via the prospectus or school website. We are committed to offering a broad and balanced curriculum to allow students to access the full national curriculum. The school operates a two year Key Stage 4 with a wide range of subjects available in both traditional GCSEs and Vocational pathways. Hampton Gardens offers KS5 options which complement Hampton College and allow all Trust students access to a wide and stimulating range of courses and extra curricular opportunities across the two schools. The Sixth Form runs completely collaboratively with Hampton College. Every effort is made to offer a strong extra curricular programme in a range of areas. There is also an enrichment week at the end of the summer term, which usually includes residential trips abroad and in the UK.

## The School Day:

All lessons are one hour.

8.30am	Morning Registration/Assembly
8.45am	Period 1
9.50am	Period 2
10.55am	Morning Break
11.15am	Period 3

12.20pm	Period 4
1.25pm	Lunch Break
2.05pm	Period 5 (Afternoon Registration)
3.10pm	End of School

## Community:

Hampton Gardens School is making an important contribution to putting 'heart and soul' into the new Hampton East development, and bringing the community together. We are a venue for learning and leisure and we have developed a range of activities and events to meet local need. We also work in partnership with Vivacity, who operate a public library and sports centre on our Hampton College campus.







## Key Senior Team Members at Trust and School Level

### Current School Senior Leadership Team

#### **Al Greenwood - Head of School**

Al Greenwood moved over to join Hampton Gardens in January 2017 in the current role of Head of School. He joined Hampton College as one of the founding members of staff in 2005 and has been a senior leader since 2007. In 2011 he became Deputy Headteacher of Hampton College. He has made an outstanding contribution to Hampton College with particular emphasis upon supporting learners to achieve to the best of their ability. As part of this current role, Al leads Hampton Gardens School on a day to day basis, as well as developing the strategic direction of the school.

#### **Sharon Gilligan – Deputy Head of School, Hampton Gardens**

Sharon Gilligan took up the post of Deputy Head of School in September 2018. Sharon has worked in Peterborough for over twenty years. Previously Sharon worked as an Assistant Headteacher in a local school, supporting students to achieve the best possible outcomes. In her current role, Sharon has overall responsibility for students' welfare and wellbeing.

#### **Atul Karia – Deputy Head of School, Hampton Gardens**

Atul Karia took up the post of Deputy Head of School in September 2021. He has worked across 5 different schools and has been in Peterborough in the last 5 years working at St John Fisher Catholic High School. Atul has more than two decades of working pastorally supporting students to attend, behave and achieve in school. He has also worked with the SSAT on Vertical Tutoring and consulted in many schools to help them make the change. Atul has enjoyed developing students roles in school and ensuring that they become young leaders of the future.

#### **Jody Lapish - Assistant Head of School, Hampton Gardens**

Jody Lapish took up the post of Assistant Head of School in September 2019. Jody worked in the London Borough of Redbridge for 4 Years as lead Pastoral Leader. Prior to this she has worked in Cambridgeshire carrying out the role as Head of Year for many years. In her role at Hampton Gardens, Jody leads on student behaviour and welfare, focusing on ensuring students achieve their aspirations and potential during their journey through their secondary education.

#### **Holly Willetts – Assistant Head of School, Hampton Gardens**

Holly was appointed as Assistant Head of School with responsibility for the development of Teaching and Learning across the school with effect from September 2020. Holly joined Hampton Gardens in September 2018 as Head of History, having been Head of History, Advanced Skills Teacher and Lead Practitioner in another Cambridgeshire school. Holly works with the whole school community to provide students with the skills and knowledge to achieve their future aspirations and prepare them to contribute positively to society.

#### **Theresa Bullough – Assistant Head of School/SENDco – Hampton Gardens**

Theresa has been the school's Special Educational Needs Coordinator at Hampton Gardens since it opened in 2017 and moved onto the Senior Leadership Team in January 2020, to support the continued development of the Achievement Support department. Prior to working at Hampton Gardens, Theresa supported Hampton College as their temporary SENDCo which enabled her to contribute towards the shared aims of the Trust. In addition to working in mainstream settings, Theresa has also worked in a special school and a Pupil Referral Unit as a teaching assistant and uses these experiences to inform many of the practices of the Achievement Support department.

## Trust Staff

**The Trust Central Services team consists of Governance, Finance, HR, ICT and Site. Each department has their own office and key members of the team are based at Hampton Gardens School.**

### **Dr Helen Price – Executive Headteacher, Hampton Academies Trust**

Helen had been at HAT's first school, Hampton College, since it opened in 2005 and became Headteacher in 2011. In 2014 when the school converted into a multi-academy trust, Helen became the Executive Headteacher. In January 2017 Helen relinquished the day to day running of Hampton College and moved across full time into her trust role. Helen now oversees the strategic development of all HAT schools.

### **Caroline Behan – Director of Finance and Resources, Hampton Academies Trust**

Caroline works closely with Helen at Trust level. She is a very experienced financial leader, and joined HAT from St John Fisher School in Peterborough. She is also highly experienced in the field of school new build project management and procurement. Thanks to her stewardship and robust financial governance, the Trust is secure financially. Caroline is a key support to the Head of School in terms of financial planning and resource management.

### **Simon Walls – Trust Director of Sixth Form**

Simon took up the post of Trust Director of Sixth Form in September 2019. Simon has worked in Peterborough schools for over twenty years. Prior to joining the Trust Simon worked in a local school as Head of Post 16 provision. : This previous experience has been pivotal in developing the strategic vision for the joint Sixth Form and in preparing Hampton Gardens for the expansion of Post 16 provision in September 2022.

## Admissions

As a Free School, the Hampton Academies Trust is the admissions authority for Hampton Gardens.

Applications are processed through the Peterborough City Council and Cambridgeshire County Council coordinated admissions scheme.

Hampton Gardens is a secondary free school which opened in September 2017, to serve the communities of Yaxley and Hampton East. The first intake was 180 students, which rose to 210 in 2018.

### **Admission number**

The free school has an admission number of 210 for entry in Year 7 and 10 for entry in Year 12 (external students)

The free school will accordingly admit this number of pupils if there are sufficient applications. Where fewer applicants than the published admission number(s) for the relevant year group are received, the local authority will offer places at the free school to all those who have applied.

### **Admissions Over-subscription criteria:**

When the free school is oversubscribed, after the admission of pupils with an Education, Health and Care plan naming the school, priority for admission will be given to those children who meet the criteria set out below, in priority order:

1. Looked after children and children who were previously looked after but immediately after being looked after became subject to adoption, a child arrangements order, or special guardianship order
2. Children living in catchment with a sibling on roll at the time of admission
3. Children living in Catchment
4. Children of members of staff, provided that they have been employed for a minimum of two years and/or are recruited to fill a vacant post for which there is a demonstrable skills shortage
5. Other children with a sibling on roll at the time of admission
6. Other children



## Curriculum

### Key Stage 3

Students will have 25 one-hour lessons each week, allocations of time to subjects over the two weeks are likely to be:

#### National Curriculum Core Subjects

	English	Maths	Science	ICT
Year 7	3	3	3	1
Year 8	3	3	3	1
Year 9	3	3	3	1

#### National Curriculum Foundation Subjects

	Tech	PE	MFL	Drama	Music	RE	Hist	Geog	Art	PD
Year 7	1	2	3	1	1	1	2	2	1	1
Year 8	1	2	3	1	1	1	2	2	1	1
Year 9	1	2	3	1	1	1	2	2	1	1

### Key Stage 4

In Year 10 students follow a two week timetable with 25 one-hour lessons a week. Their curriculum is made up of the core curriculum (Essential learning) and four option choices (Additional learning) which are selected during Year 9.

#### Core Learning

All students are taught a core programme which we refer to as Essential Learning. These are the subjects and skills that are statutory for all children aged 14-16, with the addition of English Literature, which is studied by everyone.

#### Core Learning comprises:

- English (GCSE)
- English Literature (GCSE)
- Mathematics (GCSE)
- Science (double award - 2x GCSE)
- Personal Development (PD)
- Religious Studies
- Physical Education (Core PE)

#### Additional Learning

We want our students to be committed to their subjects and so we allow them to choose the four subjects that make up their Additional Learning. Whilst we do give as much choice as possible, most students will be expected to take one EBacc subject from: History; Geography, Computer Science or a Modern Foreign Language (French or German).

We make every effort to ensure that students study the courses they opt for. Students can choose from a mixture of Vocational and GCSE courses with students being allowed to choose up to a maximum of 3 vocational choices.

The allocation of time to lessons over the two weeks is shown in the tables below:  
Essential learning: - 30 lessons a fortnight

	English/English Literature	Mathematics	Science	PD/RE	Core PE
Year 10 & 11	8	8	8	2	4

Additional Learning: 20 lessons a fortnight

	Option 1	Option 2	Option 3	Option 4
Year 10 & 11	5	5	5	5

The full list of subjects offered at Key Stage 4 is updated each year, for a full list of the subjects offered to the current Year 10, please refer to the options booklet which can be found on the school website.

### Key Stage 5

We offer a wide range of A Levels and BTEC Level 3 courses in our successful, inclusive Trust Sixth Form. We have 261 students in Key Stage 5 across our two sites. Around 80% of our Sixth Form students progress to Higher Education. The progress scores for our A-Level Sixth Form students across the Trust are regularly one of, if not the highest in the City and Region. Alongside academic success, most of our students take up student leadership roles and positions of responsibility within the school and the local community, ensuring that they leave Hampton Gardens as well rounded young people, well-prepared for their journey into adulthood.





## Safer Recruitment

Hampton Academies Trust is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. The successful applicant will require an enhanced disclosure from the Disclosure & Barring Service.

For more information please refer to:

[Hampton Gardens: Safeguarding and Child Protection Policy](#)

[HAT: Recruitment & Selection Policy & Procedure](#)

## Equality & Diversity

The Trust Board at Hampton Academies Trust is committed to promoting equality of opportunity for all staff and job applicants. We aim to create a supportive and inclusive working environment in which all individuals are able to make best use of their skills, free from discrimination or harassment, and in which all decisions are based on merit.

We do not discriminate against staff on the basis of age; race; sex; disability; sexual orientation; gender reassignment; marriage and civil partnership; pregnancy and maternity; religion, faith or belief. (Equality Act 2010 protected characteristics). The principles of non-discrimination and equality of opportunity also apply to the way in which staff and Trustees treat visitors, volunteers, contractors and former staff members.

For further information please refer to the school's [Equality & Diversity Policy \(Staff\)](#).

## Promotion Opportunities

As an expanding trust, there are permanent posts and opportunities for promotion which arise regularly.

## Applications

Please download an application form from the school website:

[www.hamptonacademiestrust.org.uk/jobs/](http://www.hamptonacademiestrust.org.uk/jobs/)

Please complete an application form, enclosing a letter of application outlining how your skills and experience meet the requirements of the person specification, and a separate written statement (1 side of A4) to address the following explicitly:

- Your vision for moving the school forward
- Your initial priorities and their intended impact
- What you would bring to the Senior Leadership Team of the school and the trust

### **Applications should be sent to:**

HR Department  
Hampton Gardens School  
Hartland Avenue  
Peterborough  
PE7 8HR  
Tel: 01733 246824

**Application Closing Date:**  
**9am on Tuesday 4 January 2022**

OR apply by e-mail to: [jobs@hamptonacademiestrust.org.uk](mailto:jobs@hamptonacademiestrust.org.uk)

# Job Description

<b>Post title:</b>	<b>HEAD OF SCHOOL</b>
<b>Grade:</b>	<b>L29 – L35</b>
<b>Responsible to:</b>	Executive Headteacher/ Local Governing Body/ Trust
<b>Main Purpose:</b>	The core purpose of the Head of School is to provide effective leadership and management for Hampton Gardens.

## The Head of School Will:

- Effectively manage teaching and learning at Hampton Gardens to secure outstanding provision.
- Promote excellence, equality and high expectations for all pupils.
- Provide vision, leadership and direction to Hampton Gardens.
- Evaluate the school's performance, identify priorities for continuous improvement and provide strategic leadership to secure these.
- Deploy resources in an effective manner to support excellent outcomes.
- Develop positive relationships and engagement of the wider community, including local Hampton Primary Schools, as well as liaising closely with Hampton College and Hampton Lakes Primary School.
- Create a safe and productive learning environment which is engaging and fulfilling for all pupils, including managing student behaviour
- Work effectively with the trust Executive Headteacher, Senior Leadership Team, Trust Directors and the local Hampton Gardens Governing Body.
- Work effectively with the Head of School at Hampton College Secondary Phase and Trust Director of Post 16 to ensure a broad and successful sixth form offer.

## Main Responsibilities:

### Strategic Development and Leadership

1. Work with the Executive Headteacher, Local Governing Body and other relevant stakeholders to create a shared vision and strategic plan to develop Hampton Gardens in line with the trust's core aims and values.
2. Be responsible for the Hampton Gardens aspects of overall trust performance plan, using appropriate data to understand the strengths and weaknesses of the school.
3. Combine the outcomes of regular school self-review with external evaluations in order to develop the school.
4. Analyse and plan for the future needs of Hampton Gardens.
5. Maximise the educational opportunities arising from the unique context of the school and trust.
6. Provide strategic leadership in a manner that inspires, challenges, motivates and empowers others to deliver the vision for the school and the overall trust.



## Curriculum

1. Determine, implement and review a broad curriculum, ensuring its breadth, balance, relevance and effectiveness for all pupils.

## Teaching and Learning

1. Be responsible for ensuring the high quality of teaching and learning within a successful learning culture.
2. Demonstrate the principles and practice of effective teaching and learning and contribute to active delivery in the classroom and/or lead teacher CPD, where necessary.
3. Monitor and evaluate the quality of teaching and learning.
4. Determine and implement any appropriate mechanisms to achieve continuous improvements in teaching and learning, thereby supporting improved pupil attainment and progress.

## Financial and Resource Management

1. In liaison with the trust's Director of Finance and the Executive Headteacher, manage the budget for the school.
2. Deploy Hampton Garden's resources effectively, to best support the success of the school.

## Staff Management

1. Develop effective relationships and communication which underpin a professional learning community that enables everyone who works at Hampton Gardens to achieve and thrive.
2. Foster an open, fair, equitable culture and manage conflict.
3. Develop, empower and sustain individuals and teams.
4. Collaborate and network with others within and beyond the school and trust.
5. Alongside the Trust HR service and other relevant colleagues, actively participate in recruitment and selection and other staffing matters in relation to Hampton Gardens, as appropriate.
6. Give and receive effective feedback and act to improve personal performance.

## Managing Pupil Matters

1. Cultivate an environment which promotes equality, respect and diversity.
2. Engage parents, carers and families to help children and young people succeed and thrive through being healthy; staying safe; enjoying and achieving; making a positive contribution and achieving economic well-being.
3. Ensure you and the staff listen, question and respond to what is being communicated by children, young people and those caring for them.
4. Demonstrate knowledge of the physical, intellectual, linguistic, social and emotional growth and development of children and young people.
5. Develop and implement effective mechanisms to monitor and track pupil progress, continuously striving for improved pupil attainment and progress.
6. Work successfully on a multi-agency basis.
7. To be child protection trained and act as one of the designated members of staff for safeguarding at Hampton Gardens.
8. To oversee behaviour management systems, to monitor student conduct, and liaise with the SLT and inform the Executive Headteacher over serious student behaviour matters, in the (very rare) event of permanent exclusion/ managed move.

## Community

- a) Foster a culture of collaborative working both within the school and amongst the local community.
- b) Build and maintain effective relationships with parents, carers, partners, stakeholders and the local community, seeking and reflecting on feedback.
- c) Develop our links with Primary schools in Yaxley and Hampton area, facilitating positive and mutually beneficial relationships.
- d) Recognise the role of Hampton Gardens to enhance the well-being of all children and develop services to meet the needs of the community, e.g. Before/After School Clubs.

## Accountability

- a) The Head of School will be accountable to the Executive Headteacher, Local Governing Body and trust board.
- b) Lead the preparation for Ofsted inspections at Hampton Gardens and be accountable for the inspection judgements.
- c) To be accountable for student achievement and progress at KS3/4/5 at Hampton Gardens.

## General Notes

- a) The aforementioned responsibilities are subject to the general duties and responsibilities contained in the statement of Teachers' Terms and Conditions of Employment and are additional to the general duties and responsibilities of a teacher;
- b) These accountabilities do not direct the particular amount of time to be spent on carrying them out and no part of them should be so construed;
- c) These accountabilities are not necessarily a comprehensive definition of the post. They will be reviewed at least once per year and may be subject to modification or amendment at any time after consultation with the holder of the post.

Hampton Gardens is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. The successful candidate will be required to undergo an Enhanced Disclosure and Barring Service Check from the Disclosure and Barring Service (DBS).



# Person Specification

## The Post: Head of School

### AF – Application Form

### I – Interview

### D – Documentation e.g. references, certificates etc.

Criteria	Essential	How Measured	Desirable	How Measured
<b>Qualifications and Training</b>	<ul style="list-style-type: none"> <li>Degree</li> <li>Qualified Teacher Status</li> <li>Evidence of continuous professional development</li> </ul>	AF & D AF & D AF & D	<ul style="list-style-type: none"> <li>NPQH or working towards</li> <li>Good Honours Degree (2.1 or above)</li> <li>Qualification in Educational Leadership</li> </ul>	AF & D AF & D AF & D
<b>Experience</b>	<ul style="list-style-type: none"> <li>Significant experience of successful leadership within a Secondary School either as a Headteacher, Deputy or a Senior Leader</li> <li>Proven track record in school improvement</li> <li>Experience of managing the curriculum</li> <li>Experience of managing staff in a manner that empowers them and encourages continuous professional development</li> <li>Experience of collaborative working and engagement with a school's wider community</li> <li>Experience of effective liaison with a Governing Body</li> </ul>	AF & I AF & I AF & I AF & I AF & I AF & I	<ul style="list-style-type: none"> <li>Experience of working in a trust or managing a major change project</li> </ul>	AF & I
<b>Knowledge and Understanding</b>	<ul style="list-style-type: none"> <li>Knowledge and understanding of the principles and practice of effective teaching and learning</li> <li>Evidence of knowledge and understanding of the secondary curriculum and curriculum change</li> <li>Secure knowledge of the changes to the examination framework and the changing school performance metrics</li> <li>Secure understanding of how to analyse school performance data and effectively use it to inform school improvement</li> <li>Secure understanding of the statutory requirements of legislation concerning Equal Opportunities Health &amp; Safety, SEN and Child Protection</li> <li>Knowledge of the positive links necessary within school and with all its stakeholders and how to best cultivate these</li> </ul>	I I I I I I		



# Person Specification

Criteria	Essential	How Measured	Desirable	How Measured
<b>Skills</b>	<ul style="list-style-type: none"> <li>Outstanding teaching skills</li> <li>Ability to generate and share a vision</li> <li>Ability to strategically plan in order to effectively secure appropriate school improvement priorities</li> <li>Ability to promote the school's aims positively and use effective strategies to monitor engagement, motivation and morale</li> <li>Ability to develop good personal relationships within a team</li> <li>Ability to establish and develop close relationships with parents, governors and the community</li> <li>Excellent communication skills (both orally and in writing) to a variety of audiences</li> <li>Ability to create a happy, challenging and effective learning environment</li> <li>Ability to devise and lead lively and interesting assemblies</li> <li>Strong organisational skills</li> <li>Excellent judgement and analytical and problem solving skills</li> </ul>	<p>I</p> <p>I</p> <p>I</p> <p>I</p> <p>I</p> <p>I</p> <p>I &amp; AF</p> <p>I</p> <p>I</p> <p>I</p> <p>I</p>	<ul style="list-style-type: none"> <li>High order ICT skills</li> <li>Statistical expertise</li> </ul>	<p>AF</p> <p>I</p>
<b>Personal Characteristics</b>	<ul style="list-style-type: none"> <li>Commitment to building and fostering an outstanding school in line with the Trust's aims and ethos</li> <li>Approachable and Enthusiastic</li> <li>Cheerful disposition and good sense of humour</li> <li>Able to motivate self and others</li> <li>Calm under pressure and resilient</li> <li>Adaptable to change</li> <li>Innovative in approach</li> <li>Flexible</li> </ul>	<p>I</p> <p>I</p> <p>I</p> <p>I</p> <p>I</p> <p>I</p> <p>I</p> <p>I</p>		

# Head of School Job Summary



Title:	Head of School
Salary Range:	L29 – L35
Employer:	Hampton Academies Trust
School Type:	Academy (11-19)
Location:	Hartland Avenue, Hampton Gardens, Peterborough, PE7 8HR
Contract Type:	Full Time
Contract Term:	Permanent
Start Date:	September 2022
Closing Date:	9am Tuesday 4 January 2022

# Recruitment Process

Application packs are available from the trust website [www.hamptonacademiestrust.org.uk](http://www.hamptonacademiestrust.org.uk) or by contacting the HR Department on 01733 246824.

Please complete an application form, enclosing a letter of application outlining how your skills and experience meet the requirements of the person specification, and a separate written statement (1 side of A4) to address the following explicitly:

- Your vision for moving the school forward
- Your initial priorities and their intended impact
- What you would bring to the Senior Leadership Team of the school and the trust

Applications should be sent to:

HR Department  
Hampton Gardens School  
Hartland Avenue  
Peterborough  
PE7 8HR

OR apply by e-mail to [jobs@hamptonacademiestrust.org.uk](mailto:jobs@hamptonacademiestrust.org.uk)

**Applications to arrive no later than 9am on Tuesday 4 January 2022.**

**Interviews will take place week commencing 10 January 2022.**

## School Visits

If you would like to arrange a visit prior to making your application the following dates and times are available:

- 6 December at 2.15pm
- 9 December at 9.30am
- 13 December at 4.00pm

Please contact the HR Department on 01733 246824 if you would like to arrange a visit. Please note that these visits are informal and not part of the selection process and are at the candidates own expense.





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Hampton Gardens School  
Hartland Avenue, Hampton Gardens, Peterborough, PE7 8HR  
Email: [enquiries@hamptongardens.org.uk](mailto:enquiries@hamptongardens.org.uk) | Website: [www.hamptongardens.org.uk](http://www.hamptongardens.org.uk)  
Facebook: Hampton Gardens | Twitter: Hampt0nGardens | You Tube: Hampton Gardens Secondary School