



Haberdashers'
Knights Academy

Assistant Principal Recruitment Pack

September 2023



Together, stronger



Haberdashers'
Academies Trust
South

Contents

- Letter from our Executive Principal Page 3
- About us Page 4
- Our sponsors Page 5
- Role Description Page 7-8
- Knowledge, Skills and Experience Page 9
- Why Haberdashers? Page 10
- Recruitment process Page 12
- Contact details Page 13



Dear Candidate,

Thank you for your interest in this post.

We are a Trust of nine schools, all based in South-East London. Whilst each of our schools maintains its individuality, we share a common mission: to ensure that every single child and young person in our care is successful at school so that they can flourish and be successful in their lives.

Having joined the Trust as CEO in September 2020, I am excited by the steps we have taken together and the future ambitions we have set.

We are a Trust with great potential, and three key strategies guide our success – all of these can be found on our website and within this recruitment pack. At the heart of these is our School Improvement Strategy but we know we will not be successful without great people and a secure infrastructure. Therefore, our People Strategy (which includes our EDI and well-being strategy) and our Business Sustainability are integral to our core business.

Our scale of expertise and leadership gives us the capacity to achieve great things. It is this capacity which will allow us to take on new challenges and allow our staff to become the best version of themselves.

We want the best people to join our Haberdashers' community and we are committed to a diverse and inclusive student and staff body. If you are passionate about making a difference and feel that you have the right experience and expertise, I encourage you to apply to join us on our journey.

I look forward to hearing from you.

Jan Shadick
Chief Executive Officer
Haberdashers' Academies Trust South



Dear Candidate,

Thank you for your interest in the post of Assistant Principal. This is an exciting opportunity to make a substantial contribution to the Academy's continued success working in a successful and supportive Trust. The school has grown over the last 3 years to over 1300 pupils, particularly in our sixth form as a result of a one million pound strategic investment in facilities, the curriculum and staff professional development.

As a result of promotion, we are looking for two professionals with a passion and track record in leading teaching & learning and/or pupils' personal development, behaviour and welfare to secure excellent pupil outcomes. The successful candidates will work with the Executive Principal, leadership team and the wider Knights Academy community in delivering the vision, ethos and values so that all pupils at Knights Academy are able to reach their full potential academically, socially and personally, particularly our disadvantaged pupils and those pupils with SEND.

You might be an experienced Assistant Principal or Assistant Head or a successful Middle leader, looking for the next pivotal step in your career, to broaden and strengthen your leadership experience. You must have the ambition and desire to make a real difference; adept at being reflective, managing yourself and in seeing the learning in the opportunities you will be presented with through this role. You must be able to demonstrate a proven track record of your positive impact within your career history.

Haberdashers' Knights Academy is a vibrant, diverse 11–18 school community with a relentless focus on high expectations and aspirations. We serve the families of the local community in the London Boroughs of Lewisham and Bromley and are part of the Haberdashers' Academies Trust South, a well-established multi-academy trust of four secondary and five primary schools in southeast London and Kent with over 6000 students and 600 staff. The scale of expertise and leadership across our Trust gives us enormous capacity. It is this capacity that has resulted in the success of the Trust and allows us to mount new ventures and allows our staff to take on new opportunities and rapid development trajectories.

Our school and our Trust are uniquely exciting places to be and I hope that you decide to join us in our current phase of rapid development and growth. I look forward to receiving your application and welcoming you into our Knights Academy school community.



Dr Tesca Bennett
Executive Principal
Haberdashers' Knights Academy



About Haberdashers' Academies Trust South



We are a multi-academy trust consisting of four secondary schools and five primary schools and have been educating children and young people since 1876.

Our moral imperative at that time was to ensure that every child in our care received the best possible education in order to make the best start in life. That moral imperative remains today, underpinned by ethos of working together and our values of being ambitious, always growing and contributing to the world as global citizens.

In a complex world, we need our children and young people to be as well equipped for their future as possible so that they can flourish. We will support them to become compelling individuals so that by the time they leave us they will have experienced a range of opportunities that not only build their mind but also build their character.

We are proud to be a diverse community and take seriously the need to ensure that every child, young person and adult connected with our schools feels included, welcomed and listened to. This is an important part of who we are and our commitment to equality and fairness. This commitment remains at the forefront of our work.

To find out more about Haberdashers' Academies Trust South, please visit: www.habstrustsouth.org.uk

VISION 2026 Every School an Excellent School

It is the Trust's vision for all of our schools to be excellent schools. Our mission is to ensure that every one of our children and young people flourishes at school so that they can be successful in their lives.

Our three main objectives are:

- Excellent outcomes for all children and young people so that they can be successful in their next steps and future lives;
- To be regarded as a great employer, attracting, retaining and developing the best staff;
- To be the Trust of choice and a welcome presence in our communities.

To find out more about our Vision and Strategy, please visit: <https://www.habstrustsouth.org.uk/Our-Vision-and-Strategy>

Our Sponsors

Our sponsors are a huge part of the culture within our schools. The links with our sponsors are a unique and special part of what our Trust and schools what they are today.



The Worshipful Company of Haberdashers

Our main sponsor is the Worshipful Company of Haberdashers, one of the Great Twelve Livery Companies of the City of London. Education is hugely important to the Haberdashers' Company and today there are more than 12,000 children and young people in its' family of 21 schools. The Haberdashers' network of maintained and independent schools stretch across the country, covering north London, Shropshire and Monmouth and our own Trust, in south London and Kent. We have regular opportunities to collaborate with the wider network of Haberdashers' schools on a number of initiatives and events.

The Haberdashers' Company supports our pupils in many ways. There are a number of educational and careers initiatives that are organised by the Company, such as the Livery Academy Awards, Monmouth - City of London Work Experience, Haberdashers' Musician of the Year, an annual Year 7 visit to the prestigious Haberdashers' Hall, cross school sporting competitions, mentoring, trips and much more. Each year, a number of Year 13 pupils receive scholarships that will support them financially through university and the Company fund a number of projects throughout the school year. The relationship with the Haberdashers Company is central to the success of the Haberdashers' Advantage enrichment programme, and pupils, parents and staff are proud of this relationship.

Being part of the Haberdashers' community is very important to us as a school. The Haberdashers' come and visit us each year to hear from the children, to see what has been happening in our school and to celebrate our achievements. The Haberdashers' Company supports pupils, past and present, as they progress through their educational and professional journey, which offers our pupils something truly unique.

Find out more: www.haberdashers.co.uk



Temple Grove Schools Trust

Temple Grove Schools Trust is a charitable trust dedicated to raising standards for primary education. The Trust was founded some 50 years ago and springs from one of the country's oldest prep schools, Temple Grove founded in 1810. The Trust seeks to provide all children with a breadth and depth of learning opportunities in order to realise individual aspirations and potential.

Our primary schools are extremely fortunate to have a partnership with the Temple Grove Schools Trust. Schools benefit from bursaries that allow us the opportunity to give our children learning experiences they may not get at other schools; including music lessons, professional coaches and multiple trips.

Find out more: www.templegrove.org.uk

“Being a member of the team at Knights makes you feel a part of something that will actually change the lives of our young people.

Every single person is determined to make a difference and that’s what makes us special”

Jo Leech, Personal Assistant to the Executive Principal
Haberdashers' Knights Academy

Role Description

Job Title:	Assistant Principal
Contract Length:	Permanent
Salary:	L12– L18 (£70,926- £80,775)
School/Location:	Haberdashers' Knights Academy, Launcelot Road, Bromley, BR1 5EB
Accountable to:	Vice Principal

About the role

The purpose of these roles is to work as part of the Senior Leadership Team is to ensure that pupils are able to reach their full potential academically, socially and personally :

The successful candidates will be required to:

Role 1: Lead on the Quality of Education and learning (teaching) so that it is outstanding across the academy as result of excellent teaching and that colleagues are supported to do so, through quality professional development.

Role 2: To provide strategic leadership of the curriculum and assessment to ensure that the curriculum and assessment provisions are outstanding and support students learning.

Successfully deliver the strategic vision of the academy through the Trust and School Improvement Plan.

- Be responsible to the Executive Principal and Vice principal for the day to day leadership, organization and management of the Academy.
- Work strategically with the Vice Principals and wider leadership team in ensuring that the learning environment throughout the academy is conducive to, and in keeping with, our high expectations.
- Be responsible for actively promoting and enhancing the good image and reputation of the School.
- Actively engage in the appraisal process, including through line management responsibilities to provide challenge, support and guidance to achieve the strategic vision and aims.
- Ensure the implementation of the academy and Trust policies

Key responsibilities of the role

The Assistant Principal will:

- Contribute to the academy's quality assurance programme, including lesson observations, work scrutiny, progress data and the sharing of good practice throughout the academy.
- Impact positively on the quality of teaching across the academy and assist in quality assuring the department self-evaluation and action planning processes.
- To be a visible role model in leading staff and maintaining the high expectations of professional standards across the academy.
- Lead on whole school initiatives and communicate, the evaluation, progress and impact of these areas of responsibility to the Executive Principal and governors.
- Support the academy's commitment to the continued professional development of all staff.
- To plan and develop the academy's academic strategy, including curriculum design and educational provision.
- To monitor the implementation of the curriculum through the quality of teaching with the Vice Principal (Teaching and professional standards/Curriculum & Assessment); based on evidence, self evaluation and development, ensuring a consistent and continuous focus on achievement, standards and scholarship.
- To line manage heads of departments and staff as required.
- Develop further the intent, implementation and impact of the school's curriculum and lead the team of Middle Leaders for curriculum areas.
- Work with the vice principal to oversee the analysis and communication of assessment data, including the process for public examinations and the continued improvement of outcomes for all pupils
- Oversight of and development of academic interventions.

Other responsibilities:

- Keep up to date with developments in your subject area and in teaching practice and methodology.
- Take responsibility for your own professional development in discussion with your line manager.
- Maintain an organised and effective learning environment in the classroom and shared areas.
- Ensure the consistent implementation of school and Trust policies and procedures throughout the subject areas.
- Work collaboratively with the other academies and colleagues within the Trust.
- To monitor the quality of teaching; based on evidence, self-evaluation and development, ensuring a consistent and continuous focus on achievement and aspiration.
- To help disseminate ideas and approaches for classroom and curriculum management to help raise standards.

General Responsibilities

- To promote equal opportunities, diversity and inclusion across the academy.
- To actively promote the aims and ethos of the Trust and the academy.
- Promote equal opportunities, British values and diversity in the academy.
- Be aware of and assume the appropriate level of responsibility for safeguarding and promoting the welfare of children.
- To support the academy's commitment to the continued professional development of all staff

Role description continued

- To commit to safeguarding and the promotion of the welfare of children and young people and to ensure that all staff share this commitment.
- Report any safeguarding concerns in accordance with the Trust's safeguarding policies
- To work within the academy framework with regard to health and safety.
- Be responsible for health & safety in the Academy and in subject areas; ensuring that department staff are aware of their specific responsibilities for health & safety, within the Academy's framework.
- To undertake any additional duties as may reasonably required by the CEO or Executive Principal
- The job description may be subject to review, modification or amendment at any time after consultation with the postholder.

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Knowledge, skills and experience

Education and Training

- Qualified teacher status
- B.Ed. or degree with PGCE or similar qualification
- Post graduate level qualification (Desirable)
- Evidence of sustained and relevant professional development
- Successful completion of course such as NPQSL, NPQML (Desirable)
- Leadership Pathways/Leading from the Middle (Desirable)

Experience

- Responsibility for raising standards across the whole school
- Good first-hand experience of school improvement planning
- Experience of successfully working with colleagues to improve teaching and learning/curriculum and assessment provisions
- Experience of effectively supporting children with significant barriers to learning to achieve within the context of a mainstream classroom
- Experience of teaching in more than one Key Stage (Desirable)
- Designated Safeguarding Lead training (Desirable)
- Recent leadership and management experience such as Assistant Principal/Curriculum Leader/Head of Year

Knowledge and Skills

- A proven track record as an excellent classroom practitioner with evidence of sustained good pupil progress
- Experience of implementing strategies to raise standards of teaching in response to data analysis
- Demonstrate a passion for teaching and learning
- Sound grasp of assessment, recording and reporting
- Ability to maintain high standards of behaviour, attendance and conduct whilst ensuring an ethos of challenge and support for children and parents in order to achieve success
- Able to access, analyse and interpret relevant data and communicate this effectively to staff and Governors in order to facilitate school improvement
- A sound understanding of recent developments in education practice, assessment, appraisal and OFSTED inspections
- An up to date knowledge of child protection procedures and full commitment to safeguarding pupils
- Involvement in developing strong formative assessment in classrooms (Desirable)
- Understanding of how to support children to develop an understanding of themselves as learners and strengthening their attitude to learning (Desirable)

Leadership and Management

- Ability to lead, motivate and inspire staff and pupils to achieve their full potential
- An ability to lead and manage change whilst sustaining the school's good practice
- Effective time management skills
- Has a sensitive yet rigorous approach to mentoring, coaching and supporting the improvement of teaching

Knowledge, skills and experience

- Is able to evidence improving the teaching of others
- Demonstrates professional integrity and respect
- Is able to delegate, support and motivate others to achieve specific targets
- Experience of staff appraisal and a commitment to Performance Management (Desirable)
- Experience of mentoring students/NQTs (Desirable)
- Experience of working with Governors (Desirable)

Personal qualities

- Excellent communication and interpersonal skills
- Adaptable to changing circumstances and new ideas
- Approachable and enjoys being highly visible to staff, children and parents
- Energetic, adaptable, enthusiastic and reliable with personal impact and presence
- Self-motivated with a high level of organisational skills and the ability to prioritise workload effectively
- Ability to remain positive and enthusiastic when working under pressure
- Inquisitive and able to think creatively, solve problems and make decisions based on sound judgement
- Passionate about delivering high quality education to children and their families
- Values diversity and the unique place and contribution every individual makes to the learning community
- Demonstrates professionalism, loyalty and integrity with humour and humility
- Demonstrates a commitment to safeguarding and ensuring the welfare and wellbeing of all pupils in the school

Why Haberdashers?

Joining Haberdashers' Academies Trust South at any point in your career will be a rewarding and fulfilling experience. You will be part of a driven team that spans nine schools and a central services team in South East London and Kent, who are all resolute in their aim to make our schools excellent places to learn and work. We offer an attractive benefits package, plenty of professional development opportunities and a focus on career growth. You will also experience a flexible and supportive work environment with a focus on health and wellbeing, and a culture of openness and respect.

- **Providing talent development opportunities:** Habs Institute, the professional learning arm of the Trust, is committed to the development of all our staff and departments.
- **Haberdashers' Advantage:** our relationship with the Haberdashers Company ensures that working for the Trust is a truly exceptional and unique experience
- **Offering flexible working:** We are able to consider flexible and family- friendly working opportunities.
- **Pensions:** when you join the Trust you will be enrolled onto a Teaching or Local Government pension scheme
- **Supporting your health and wellbeing:** All our employees have free access to a 24-hour confidential counselling service.
- **Perks and discounts through Perkbox:** All our staff have access employee benefits, recognition and wellbeing via the Perkbox platform.
- **Season ticket travel loans & Ride2Work scheme:** Get help with travel through a travel ticket loan or help with buying a bike
- **Computer Loan Scheme & Microsoft Office:** Purchase hardware or software at a discounted rate
- **Discounts:** Enjoy money off with a range of suppliers including Apple and O2
- **Actively promoting equality and diversity:** We are committed to promoting an equal and inclusive community and attracting a diverse range of candidates.
- **Join us on our journey:** over the next five years we will bring our mission to life with our strategic vision of 'every school an excellent school'

To find out more about the benefits of a career at our Trust, please visit:
www.habstrustsouth.org.uk/Benefits

“When you join as a member of staff at Knights, you become a part of the 'Knights family'. The welcome and support I received upon joining, from every corner of the academy, helped me to settle in quickly and feel successful straightaway. Our students are curious and ambitious, and they help make the school a great place to work.”

Ms Ennew, Teacher of English
Haberdashers' Knights Academy





Recruitment process and additional recruitment information

Closing date: Friday 6th October 2023 at 12 pm

Interview dates:

Day 1 – Tuesday 10th October 2023

Day 2 – TBC

Start date: October 2023

Recruitment Process:

We will interview candidates as and when applications are received and reserve the right to close this job advert early if we adequately fill the position. It is advised that you submit your application as soon as possible to avoid disappointment.

Once you have submitted your application, it will be assessed against the criteria in the person specification. If you score well against this criteria, you will then be invited to attend an interview. Details will be made available when selected, but the interview is likely to include:

- A written task
- Classroom visit (including with staff and students)
- Panel Interviews on a variety of topics

Special Requirements:

If you require reasonable adjustments prior to your interview, these can be arranged by emailing knightshr@habstrustsouth.org.uk

Equality and Diversity:

We recognise the benefits of a diverse workforce. We are committed to eradicating discrimination in the workplace, becoming an employer of choice, for all staff to believe that they have a voice and be empowered to make a difference.

References: We will obtain references from your referees if you are successful at interview. In order to prevent any delays, 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.

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 exempt from the Rehabilitation of Offenders Act 1974. In practice, this means that all shortlisted 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 anyone who will be working or coming into contact with children; and must be received by the School before employment can commence.



Haberdashers' Knights Academy

For a confidential discussion about this post or to arrange a visit to our school, please contact the office on 020 8461 9240 or email knightshr@habstrustsouth.org.uk

Thank you for your interest in Haberdashers' Knights Academy. We look forward to receiving your application.

www.habsknights.org.uk

Haberdashers' Knights Academy
Launcelot Road, Bromley BR1 5EB