



**Haberdashers'**  
Knights Academy

# Assistant Principal Recruitment Pack

September 2026



  
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Provider

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**Haberdashers'**  
Academies Trust  
South

# Contents

- Letter from our CEO Page 3
- Letter from our Interim Principal Page 4
- About us Page 5
- Our sponsors Page 6
- Role Description Page 8 - 9
- Person Specification Page 10-11
- Why Haberdashers? Page 12-13
- Recruitment process Page 15
- Contact details Page 16



Dear Candidate,

Thank you for your interest in the post of Assistant Principal.

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. We are committed to ensuring this success from 3 to Forever, under our mantra of 'once a Haberdasher, always a Haberdasher'.

Our People Strategy is key to our success and integral to this is our commitment to equity, equality, diversity, and inclusion . Bringing this to life is the responsibility of every member of staff. We take seriously any behaviour which undermines it. Anyone applying to work with us, should share this commitment.

Please take a look on our website for more information. We want the best people to join our Haberdashers' community and 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.

For a confidential discussion regarding this post, please contact [knightshr@habtstrustsouth.org.uk](mailto:knightshr@habtstrustsouth.org.uk) or 0208 461 9240.

I look forward to hearing from you.



Jan Shadick  
Chief Executive Officer  
**Haberdashers' Academies Trust South**

Dear Candidate,

Thank you for your interest in joining Haberdashers' Knights Academy as Assistant Principal, playing a vital role in the Senior Leadership Team.

At Knights Academy, we serve a richly diverse community in South East London and are immensely proud of the ambition and potential of our young people. Working here is both a privilege and a responsibility. Every day, our staff make a tangible difference to the lives of children whose talents and aspirations deserve the very best opportunities. If you are driven by purpose and believe in the power of education to transform lives, you will find this an incredibly rewarding place to build your career.

We are a vibrant 11–18 school with high expectations and an unwavering commitment to excellence. Our vision is to ensure that every child achieves their full potential, personally, academically and socially, underpinned by our ASPIRE values of Accountability, Self-Discipline, Partnership, Integrity, Respect and Excellence. These values shape not only our students' experiences but also the professional culture we foster among staff.

Collaboration, professional growth and ambition define our working environment. We invest significantly in staff development, offering high-quality professional learning, clear pathways for progression and opportunities to take on meaningful responsibility. Whether you are early in your career or bring extensive experience, you will find both challenge and support here.

As part of Haberdashers' Academies Trust South, we benefit from the strength and expertise of a wider family of schools with a long-standing commitment to education in South East London. This partnership provides stability, shared best practice and genuine opportunities for career development across the Trust.

This is an exciting phase in our journey, and we are seeking talented, committed professionals who share our ambition for every young person. I hope you will consider becoming part of our school community.

I look forward to receiving your application.

Yours sincerely,



Jemma Clark  
Interim Principal  
Haberdashers' Knights Academy



# About Haberdashers' Academies Trust South



At Haberdashers' Academies Trust South, we transform lives through education, empowering children and young people across south-east London to dream big, grow with confidence, and create a brighter future. We build knowledge, confidence, and character in every learner, ensuring they thrive at school and beyond, no matter their background.

As part of the Haberdashers' family, our schools benefit from a unique blend of state and independent education, creating life-changing opportunities and experiences that inspire ambition and prepare learners for tomorrow's world.

We are proud to be a diverse and inclusive community, guided by our commitment to **Equity, Equality, Diversity, and Inclusion (EEDI)**:

- **Equity:** Supporting individuals according to their needs.
- **Equality:** Valuing and treating everyone fairly.
- **Diversity:** Celebrating uniqueness and the strength it brings.
- **Inclusion:** Ensuring everyone feels they belong and can contribute.

All members of our community are expected to uphold this commitment, challenge discrimination, and help build a safe and welcoming environment.

Together, we live our values of **Dream, Grow, and Create**, shaping a community where potential is realised and futures are transformed.

To find out more about Haberdashers' Academies Trust South, please visit: [www.habstrustsouth.org.uk](http://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 makes 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 19 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](http://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](http://www.templegrove.org.uk)

“In my role at Knights Academy, I have felt the support of a Leadership that shares the same ethos and vision for my subject area. This support, combined with a Principal that will always do what is best for the students, has allowed me to develop the Music department towards achieving our aims. The students are eager to get involved in the activities we offer them, showing a real enthusiasm for making music. Their willingness to perform at events and represent the school demonstrates the sense of community felt by our students, giving the school and students a sense of pride and belonging.”

Head of Music  
Haberdashers' Knights Academy

# Role Description

Job Title:	Assistant Principal
Contract Type:	Permanent
Salary:	L12-L18 (£77,720-£88,626)
School/Service:	Haberdashers' Knights Academy
Location:	Launcelot Road, Bromley, BR1 5EB
Hours Per Week:	32.5 per week
Accountable to:	Vice Principal

## About the role

We are seeking exceptional an Assistant Principal to join our Knights Leadership Team at Haberdashers' Knights Academy. This is an opportunity for ambitious, high-impact leaders who are ready to shape whole-school improvement and play a central role in driving standards, culture and outcomes. Rather than recruiting to a narrowly defined brief, we are looking for outstanding individuals whose strengths, expertise and leadership capacity will enhance and strengthen our senior team.

As an Assistant Principal, you will contribute strategically and operationally to the leadership of the academy. You will lead with clarity, high expectations and integrity, ensuring consistency in systems, strong staff development and excellent outcomes for students. Your specific portfolio will be aligned to your experience and the evolving needs of the school, which may include achievement, teaching and learning, behaviour and culture, inclusion, attendance, curriculum, personal development or Sixth Form.

We are looking for leaders who have a proven track record of impact, who combine strategic thinking with visible, hands-on leadership, and who are relentless in their pursuit of excellence. You will be values-driven, resilient and committed to building a culture where staff feel supported and students thrive.

This role offers genuine scope and influence. We are looking for the right leader for our school, someone ready to make a significant contribution at senior level and help shape the next phase of our development.

### The Assistant Principal will:

- Provide visible, values-led senior leadership, setting the tone for excellence in standards, culture and professional conduct.
- Play a pivotal role in shaping and delivering whole-school improvement priorities, translating strategy into measurable impact.
- Drive consistency and high expectations across the academy, ensuring systems are implemented with clarity, precision and purpose.
- Champion high-quality provision and strong outcomes for all students through evidence-informed leadership and intelligent use of data.
- Lead, challenge and develop colleagues, building collective capacity and strengthening accountability across teams.
- Contribute decisively to self-evaluation, quality assurance and improvement planning, maintaining a relentless focus on achievement and aspiration.
- Hold colleagues to account with clarity and integrity, while fostering a culture of professional growth and shared responsibility.
- Act with flexibility and initiative, stepping forward to lead in response to the evolving needs of the academy.

# Role description continued

## Strategic Responsibilities

- Contribute to the strategic direction and long-term development of the academy, supporting the Principal in delivering sustained school improvement.
- Lead and evaluate key whole-school priorities, ensuring clarity of implementation and measurable impact.
- Use evidence, insight and professional judgement to inform decision-making and drive continuous improvement.
- Strengthen leadership at all levels by developing capacity, accountability and collective responsibility.
- Ensure systems, processes and routines operate effectively and consistently across the academy.
- Play a full role as a member of the senior leadership team, contributing to strategic planning, review and organisational development.
- Undertake line management and cross-school leadership responsibilities as required.

## Other Responsibilities

- Model exemplary professional standards and visible senior leadership at all times.
- Ensure consistent implementation of academy and Trust policies and procedures.
- Contribute to collaboration across the Trust and wider professional networks.
- Support the sharing and development of effective practice across teams.
- Take responsibility for ongoing professional development.

## General Responsibilities

- Promote inclusion, equality, diversity and high expectations for all students.
- Actively uphold and promote the ethos and values of the academy and the Trust.
- Fulfil safeguarding responsibilities in line with statutory guidance and Trust policy.
- Ensure health and safety requirements are met across areas of responsibility.
- Undertake any additional duties reasonably required by the Principal.
- This job description may be reviewed and amended following consultation.

## Staff Development

We believe that great schools are built by great people. Professional learning is central to our improvement strategy. As an Assistant Principal, you will benefit from high-quality leadership development, coaching and Trust-wide collaboration to support your continued growth and impact.

We are proud to pay the London Living Wage.

# Person specification

	Essential Criteria	Desirable Criteria	Method of Assessment: Application (A) Interview (I) Assessment (AS) References ( R)
<b>Education &amp; Qualifications</b>	<ul style="list-style-type: none"> <li>• Qualified Teacher Status (QTS).Honours degree or equivalent.</li> <li>• Evidence of sustained and relevant professional development.</li> </ul>	<ul style="list-style-type: none"> <li>• National Professional Qualification (NPQSL/NPQH or equivalent).</li> <li>• Further postgraduate study in education or leadership.</li> </ul>	<p>A, I</p> <p>A, I, AS</p>
<b>Knowledge &amp; Experience</b>	<ul style="list-style-type: none"> <li>• Proven track record of successful leadership impact at middle or senior leadership level in a secondary school.</li> <li>• Demonstrable experience of leading improvement and securing measurable outcomes.</li> <li>• Strong understanding of effective teaching, curriculum design and assessment principles.</li> <li>• Experience of using data intelligently to inform strategy and raise standards.</li> <li>• Experience of leading, coaching and holding colleagues to account.</li> <li>• Secure understanding of safeguarding responsibilities and statutory requirements.</li> <li>• Experience of contributing to whole-school self-evaluation and improvement planning.</li> </ul>	<ul style="list-style-type: none"> <li>• Experience of leading cross-school or trust-wide initiatives.</li> <li>• Experience of line managing middle leaders or senior colleagues.</li> <li>• Experience of leading change in a context of rapid improvement.</li> </ul>	<p>A, I, AS, R</p> <p>A, I, AS</p> <p>A, I, AS, R</p> <p>A, I, AS, R</p> <p>A, I, AS, R</p>

# Person specification

<b>Personal qualities</b>	<ul style="list-style-type: none"><li>• Unwavering commitment to high standards and positive school culture.</li><li>• Strategic thinker with the ability to translate vision into action.</li><li>• Visible, credible and values-driven leader.</li><li>• Resilient, adaptable and solutions-focused.</li><li>• Strong interpersonal skills with the ability to influence and inspire.</li><li>• High levels of integrity, professionalism and emotional intelligence.</li><li>• Commitment to inclusion, equality and ensuring success for every student.</li><li>• Ambition for personal growth and a desire to contribute meaningfully at senior leadership level.</li></ul>		A, I, AS, R  A, I, AS, R  A, I, AS, R  A, I, AS, R A, I, AS, R  A, I, AS, R A, I, AS, R  A, I, AS, R
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# Staff Benefits

At Haberdashers' Academies Trust South, we believe that investing in our staff is crucial for our success. That's why we offer a range of benefits that cater to your professional growth, well-being, and financial security.

Here are some of the benefits you can expect when you join us:

**Perkbox:** Our cutting-edge reward and benefits platform empowers you to acknowledge your colleagues' accomplishments through its celebration tool. You can gain flexi and reward points, which can be redeemed at various high street and online retailers for treats and every day essentials. Additionally, you have the option to make charitable donations.

**Pension Scheme:** (eligible and enrolled participants): From 1 April 1 2024, for teachers, the Trust will contribute 28.68% to your pension fund. Support Staff will receive a 19.80% contribution to their pension pot from the same date.

**Professional Learning:** Our dedicated team at Habs Institute for Professional Learning is devoted to nurturing your professional growth. We offer excellent training opportunities for all staff throughout the year and provide partial funding for qualification pursuits.

**Employee Assistance Program (EAP):** Our EAP encompasses a 24-hour, free, and confidential counselling service. It includes access to online cognitive-behavioural therapy and management consultations to support Line Managers.

**Well-being:** Enjoy complimentary access to the award-winning Headspace app, along with free mindfulness courses to enhance your overall well-being.

**Staff Development:** Explore secondment opportunities within the Trust or external organisations, providing valuable experiences for your professional development.

**Ride to Work and Cycle to Work Schemes:** Take advantage of substantial discounts through tax allowances for either purchasing a bike or opting for bike hire, promoting a healthier and more sustainable commute.

**Season Ticket Loans:** Enjoy discounted annual travel fares through our salary-deductible Season Ticket Loan and save on your travel overall.

We are committed to helping you thrive in your career and personal life. Join our team and enjoy the benefits of working with a supportive and forward-thinking organisation.

Why Haberdashers?

# Staff Incentives

We know that staff are our greatest asset in achieving our vision for every school to be an excellent school and for our children and young people to flourish and succeed.

To incentivise like-minded and talented people who care about the work we do at the Trust, to join us and stay with us, we have recently introduced :

## Talent Connect Bonus

Refer a friend or connection to apply for a role at the Trust and receive a £300\* bonus when they successfully complete their probation period.



## Welcome Reward

Those employed in 'hard to fill' roles to receive a Welcome Reward of £500\* after successfully completing their probation period.



## Milestone Appreciation Award

Long-serving members of staff to receive a £500\*\*\* reward and congratulatory letter from the CEO for reaching 5, 10, 15, 20 and 25-year anniversaries with the Trust.



Why Haberdashers?

\* subject to tax and National Insurance contributions, and other terms and conditions. Some senior leaders will be exempt from receiving the Talent Connect Bonus.

“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.”

Teacher of English  
Haberdashers' Knights Academy





## Recruitment process and additional recruitment information

**Closing date:** Friday 20<sup>th</sup> March, 12pm  
*We reserve the right to close this job advert early and interview candidates if we receive sufficient applications. It is advised that you submit your application as soon as possible to avoid disappointment.*

**Shortlisting date:** Monday 23<sup>rd</sup> March 2026  
**Interview date:** Thursday 26<sup>th</sup> & Friday 27<sup>th</sup> March 2026  
**Start date:** 1<sup>st</sup> September 2026

### Recruitment Process:

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
- Teaching a lesson
- Classroom visit 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 [knightsr@habstrustsouth.org.uk](mailto:knightsr@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](mailto:knightshr@habstrustsouth.org.uk)

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Thank you for your interest in Haberdashers'  
Knights Academy.  
We look forward to receiving your  
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[\*\*www.habsknights.org.uk\*\*](http://www.habsknights.org.uk)