



Haberdashers'
Knights Academy

**Teacher (open to all subjects) +
PSHE, Relationship and Sex Education
Coordinator (TLR)
Recruitment Pack**

May 2024



Together, stronger



Haberdashers'
Academies Trust
South

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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 Teacher plus PSHE Coordinator. 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.

We are looking for a PSHE, Relationship and Sex Education Coordinator who will be able to confidently support pupils in their pastoral development. You will organise, develop and enhance the curriculum provision of PSHE and Relationships and Sex Education across all key stages. You will source and liaise with external agencies, providers and speakers to ensure the curriculum is responsive and engaging. You will help to monitor the spiritual, moral, social and cultural development of our children. You will work under the guidance of and reporting to the Assistant Principal.

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 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



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: | Teacher (open to all subjects) + PSHE, Relationship and Sex Education Coordinator (TLR) |
| Contract type: | Permanent |
| Salary: | MPS/UPS+ILW+TLR |
| School/ Service: | Haberdashers' Knights Academy Launcelot Road, |
| Location: | Bromley BR1 5EB |
| Accountable to: | Assistant Principal |

About the role

The purpose of the role is to support the pupils in their pastoral development under the guidance and responsibility to the Assistant Principal. This is an exciting opportunity to engage positively with pupils, parents and staff to embed school values and attitudes and promote high standards of behaviour and achievement.

You will be working directly with staff in providing a stimulating, high quality and appropriate PSHE and SMSC curriculum for pupils. You will also contribute to high standards of teaching and learning, supporting PSHE with the delivery of the curriculum, responsive to the interests and needs of our students focusing on key areas that include relationship and sex education, mental health and wellbeing education, and careers and prospects.

Your work in this remit would further develop PSHE and SMSC and the coordination of enrichment activities increasing student knowledge to help them understand the challenges and opportunities of growing up in modern Britain and how to stay healthy and safe whilst preparing them for future employment.

Key Responsibilities

The PSHE, Relationship and Sex Education Coordinator will:

- Lead a high-status programme of personal, social, health, careers and economic education (PSHE) and social, moral, spiritual and cultural education (SMSC), including RSE that promotes excellent personal and social skills that equips students with the ability to form trusting relationships where they feel secure to express their feelings, listen to the views of others and be able to justify their views
- Ensure the Academy is meeting the statutory requirements for PSHE curriculum delivery, including RSE
- Prepare innovative and challenging programmes of study and schemes of work for all key stages ensuring there is a meaningful programme of assessment
- Ensure that there are engaging and challenging resourced weekly lessons that take into account students' individual needs and are provided to staff in a timely manner

Role description continued

- Develop strategies to ensure that training, advice, support is available to all staff who deliver PSHE & SMSC, including RSE, enabling the delivery of high quality lessons
- Liaise regularly with students and staff to continually review and evaluate the PSHE, SMSC and RSE programme and adapt the curriculum to meet and respond to the needs of the Academy community, to ensure it remains current and up to date and prepare students for the wider world, including promoting British values
- Lead, plan and run termly SMSC focus days e.g., well-being, mental health, sexual health and relationships etc.
- Work with the QA lead to ensure that PSHE, SMSC & RSE education is represented in the QA policy and undertake regular QA of the implementation of the curriculum and act where a need is identified
- Keep up to date with wider research and current issues in PSHE & RSE and make programme changes as necessary
- Liaise with external providers and speakers to ensure the curriculum is engaging and responsive. Including evening talks with parents
- Manage a budget as appropriate to deliver the curriculum

To work within and contribute to established Trust, School and Department frameworks for:

- Lesson planning, delivery and evaluation
 - Student behaviour and care
 - Student assessment
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- To actively contribute to the teaching of PSHE, Relationship and Sex Education across all age and ability ranges in addition to your area of teaching expertise
 - To remain informed of current developments in the subject area, to participate in INSET and to initiate change where appropriate
 - To provide accurate information for parents as directed by the School and department policy and to attend parents' evenings and other presentation meetings as directed
 - To actively encourage a range of effective teaching and learning strategies

Role description continued

Other responsibilities

- Attend Head of Department meetings, curriculum and pastoral meetings as required.
- Be prepared to be a member of the PSHE Association and attend its annual conference.
- Help choose appropriate library books and other resources.
- Ensure the PSHE & SMSC corridor display boards are current and up to date reflecting themes and work undertaking within the curriculum.
- Keep up to date with developments in your subject area and in teaching practice and methodology
- Periodically review methods of teaching and programme of study for PSHCE, SMSC & RSE.
- Identify training needs to ensure good quality delivery of PSHCE, SMSC & RSE.
- Take responsibility for your own professional development in discussion with your line manager.
- Develop an appropriate system to regularly assess the impact of PSHCE, SMSC education across the school.
- 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 take responsibility for own professional development in discussion with the Head of Dept.
- To help disseminate ideas and approaches for classroom and curriculum management to help raise standards.

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 Trust and 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
- Report any safeguarding concerns in accordance with the Trust's safeguarding policies
- 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.

Knowledge, skills and experience

Education and Training

- Degree or equivalent, or significant experience demonstrating managerial skills.

Experience

- Experience in practical aspects of business planning and organisational management
- Experience of working in a school based environment and/or in an office environment is desirable
- Can demonstrate substantial experience of leading and managing people in multi-disciplinary teams
- Experience of creating and managing budgets
- Competent at using Microsoft Office packages, skilled and regular user of Word and Excel for the production of office work, intermediate (or better) user of the Microsoft Office suite

Knowledge and Skills

- Be able to think on your feet, react quickly and effectively in sensitive situations
- Use your initiative on a continuous basis to communicate confidently and effectively with all stakeholders
- Ability to multi task, work under pressure and handle a diverse workload
- Knowledge of facilities and premises management including health and safety requirements and legislation
- Ability to create reports to monitor KPIs
- Skilled in the presentation of documents for professional audiences
- Excellent Numeracy / Literacy skills

Personal qualities

- Confident and effective when communicating at all levels and facilitating discussions with individuals and groups with patience and diplomacy
- A strong team player who will contribute to the wider development of the Academy
- Is a 'can do' person who works positively and collaboratively
- Will be able to demonstrate professionalism of the highest order
- Commitment to safeguarding and promoting the welfare of children and young people

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.”

Ms Ennew, Teacher of English
Haberdashers' Knights Academy





Recruitment process and additional recruitment information

Closing date: Monday 13th May 2024 at 12pm

Interview date: Thursday 16th May 2024

Start date: September 2024

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
- 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 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. We are committed to safeguarding and promoting the welfare of children and young people, and we expect all staff and volunteers to share in this commitment. This post falls within the scope of regulated activity. Appointment is subject to an enhanced DBS with list checks (and other relevant checks.) It is an offence to apply for the role if you are barred from engaging in regulated activity with children.



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