



# HABERDASHERS' ASKE'S FEDERATION



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## Haberdashers' Aske's Hatcham College TEACHER OF ENGLISH RECRUITMENT PACK

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A MULTI-ACADEMY  
TRUST

[www.haaf.org.uk](http://www.haaf.org.uk)



## About us

### A Message from the Chief Executive

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

Haberdashers' Aske's Crayford Academy

Haberdashers' Aske's Knights Academy

Haberdashers' Aske's Hatcham College

Hatcham Temple Grove Free School

Our schools are in the London Boroughs of Lewisham and Bexley and educate over 5,000 children and young people in south-east London. We are opening a new secondary school in the London Borough of Southwark in September 2019. All our schools have a single vision and ethos and are committed to valuing tradition, as well as progress, and promoting excellence in every area of school life, and to ensuring every student in our care fulfils their potential. We have a strong ethos based on mutual respect and responsible behaviour.

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

### Being Part of a Multi Academy Trust

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

At the same time, links develop at every level and in every area of school life. There are excellent opportunities for sharing resources, learning from each other and student and teacher exchange. To work effectively as a group at this scale, we depend upon effective communication within and between our schools and externally. Improving the effectiveness of our internal and external communications is a key priority of our five-year strategy. This role, reporting to the Director of Performance and the Director of External Affairs, is critical to the success of that goal.

The focus of our strategy is on using communication as a means to delivering our overall aims, which are set out on the next page. For that reason this post brings together responsibilities for communication with overall responsibility for ensuring compliance with our full range internal policies and procedures and statutory requirements.

In both aspects of this role you will need to work with and through others across the organisation. By harnessing the power of key staff and senior leaders in all our schools you will play a key role in helping us achieve our ambitious goals.



## Statement of values, aims and ethos

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

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

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

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

## Our Five-Year Strategy

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Our five-year strategy for 2018-2023 sets ambitious goals for our Multi-Academy Trust. We want children in our schools to make rapid progress at all stages of their education (primary, secondary and sixth form) compared to their peers in other schools and as a result achieve excellent outcomes in their qualifications. To achieve this our strategy has six priorities:

- To fully align the curriculum and its assessment across our Federation from Year 1 to Year 11
- To establish our Atlas Teaching School as the provider of school improvement services within the Federation and as the provider of first choice in the local area beyond the Federation
- To create a sector leading Analysis and Insight service within the Federation
- To ensure our sixth forms are highly effective and financially viable
- To ensure our communication systems are efficient, reliable and effective
- To ensure our multi-academy trust has the structure to ensure high standards are sustainably delivered



# Role Description

## Teacher of English

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Start date:	September 2019
Salary:	UPS/MPS + ILW
Length of post:	Permanent
Location:	South London
Accountable to:	Curriculum Director (English)

### **Summary of the overall purpose of the job**

The post-holder will plan and deliver outstanding lessons, inspire students and contribute to the continuing development of the English curriculum and the department.



## Detailed Responsibilities

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### Key responsibilities and objectives of the job

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

### General responsibilities and objectives

- To work within the academy framework with regard to Health and Safety
  - To promote equal opportunities in the College
  - To actively promote the aims and ethos of the Federation / College
  - To support the College's commitment to the continued professional learning of all staff
  - To undertake any additional duties as may reasonably required by the CEO or Principal
- To be aware of and assume the appropriate level of responsibility for safeguarding and promoting the welfare of children and to report any concerns in accordance with the Academy's safeguarding policies.

This job description reflects the core activities of the role and as the Federation and the post-holder develop there will inevitably be changes in the emphasis of duties. It is expected that the post-holder recognise this and adopt a flexible approach to work and be willing to participate in training.

If changes to the job become significant, the job description should be reviewed formally by the post-holder and line manager.

Date JD was agreed:

April 2019



# Person Specification

Criteria	Essential	Desirable	HOW IDENTIFIED AND ASSESSED
			AP      Application AS      Assessment I        Interview P        Presentation R        References
Education/qualification and training			
• Well-qualified graduate with QTS	✓		AP,I, R, AS
Knowledge/skills			
• Excellent inter-personal and communication skills and the ability to establish positive relationships with colleagues, students and parents	✓		AP,I, R, AS
• Good ICT skills	✓		AP,I, R, AS
Experience			
• Experience of effective behaviour management	✓		AP,I, R, AS
• Experience at delivering English at Key Stage 3 and GCSE	✓		AP,I, R, AS
• Experience at delivering English at Key Stage 5		✓	AP,I, R, AS
• An ability to recognise the scope for taking the subject out of its classroom setting through trips and excursions	✓		AP,I, R, AS
• Good understanding of the curriculum and exam requirements for English Literature at GCSE	✓		AP,I, R, AS
Personal characteristics/other requirements			
• An outstanding practitioner with demonstrable passion and enthusiasm for teaching English Literature	✓		AP,I, R, AS
• Sensitivity in dealing with difficult pastoral issues		✓	AP,I, R, AS
• Commitment to their own professional learning	✓		AP,I, R, AS



# Recruitment Process

## Key dates

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The selection process will take place according to the timetable below.

If a large number of applications is received, candidates may be set a short task to complete after the closing date to aid with selecting the shortlisted candidates who will be invited to interview.

Role Advertised	14 <sup>th</sup> May 2019
Application closing date	21 <sup>st</sup> May 2019
Interview & assessments	23 <sup>rd</sup> or 24 <sup>th</sup> May 2019

## Format of Applications

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Applications must be made via TEs jobs online form or by using the application form which can be downloaded from the vacancies page of our web site [www.haaf.org.uk](http://www.haaf.org.uk)

## Further information

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If you would like more information about the post or our organisation, please contact [hatchamhr@haaf.org.uk](mailto:hatchamhr@haaf.org.uk) for a confidential conversation.



# Other Recruitment Information

## References

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The Federation will obtain references from your referees. In order to prevent a delay please ensure that the reference section of the application form is accurate and completed in full.

## Right to work in the UK

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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

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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

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All education establishments in the UK are exempted from the Rehabilitation of Offenders Act 1974. In practice this means that all applicants must inform on all spent and un-spent 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 Academy before employment can commence.

## Equality and Diversity

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

## Special Requirements

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If you require reasonable adjustments prior to your interview, these can be arranged by emailing [federationhr@haaf.org.uk](mailto:federationhr@haaf.org.uk) and where practical we will support your request.





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