



Haberdashers'
Academies Trust
South

**Trust Vice Principal (Secondary)
Recruitment Pack
2023**



Together, stronger

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Dear Candidate,

Thank you for your interest in the post of **Trust Vice Principal (Secondary)** within the Haberdashers' Academies Trust.

We are a Trust of nine schools, all based in South London and Kent. 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 seeking talented leaders, with the ambition to become a Principal in the near future. We are looking for leaders who align with our values, and who wish to make a sustainable contribution to the development of our Trust. Your experience may have taken a variety of pathways towards this role; but you will have demonstrable impact in relation to school improvement in your previous settings.

We are a Trust with great potential, and school improvement is at the heart of everything we do. This role will support our ambition to broaden the scale of expertise within our network, developing the leadership capacity we need 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.

In return, will offer the chance to work alongside experienced senior leaders to develop your leadership skills. As a participant in our accelerated leadership programme, you will be offered first class learning opportunities to develop and hone your craft as a leader, in anticipation of your first Principalship.

The post holder will be placed as a Vice Principal within one of the schools within our network, and will lead on a portfolio of leadership responsibilities. You will collaborate with colleagues across the Trust to drive School Improvement priorities beyond your setting. The post is offered on a full time basis.

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.

If you are interested in learning more about the position, please do get in touch with Tom Howells, Director of School Improvement (Secondary) at t.howells@habstrustsouth.org.uk

I look forward to hearing from you.



Jan Shadick
Chief Executive Officer
Haberdashers' Academies Trust South



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 our website.

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 of prime importance to the Haberdashers' Company and today there are more than 12,000 children and young people in the Haberdashers' family of schools that benefit from the relationship.

Our Haberdashers' roots go back as far as the 1680s when our founder, Robert Aske, left a sum of money to build a school for 20 underprivileged children. Despite his philanthropic work, Aske's life and work is not without some controversy, particularly his investment in the Royal African Company, a slave trade company, in 1672. Aske's involvement in the slave trade is not in doubt, but having recently carefully considered and widely consulted on these past events and what they mean for us today, we believe his legacy has made such a significant contribution to our schools and the education of young people in our community, however we will no longer use the name 'Aske' in the common name of our Trust and our schools.

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

Our Schools

Haberdashers' Hatcham Academy
Executive Principal: Ms. Katie Scott



At Haberdashers' Hatcham Academy, students experience an education steeped in tradition and innovation; one that creates opportunities that are unique and wide-ranging. Our curriculum, within and beyond the classroom, ensures all students develop personally, as well as academically. Developing 'currency' (qualifications), as well as character and confidence, prepares them for a life that is purposeful and fulfilling, whatever the individual ambitions and talents.

As a specialist music Academy, we are proud of all of our students as musicians and celebrate the unique opportunities that music gives as a creative art form within our school environment.

Website: www.habshatcham.org.uk

Haberdashers' Knights Academy
Executive Principal: Dr. Tesca Bennett



Knights Academy is a vibrant, diverse 11-18 school community with an ethos that lies in our values of high expectations, aspiration and ensuring that every child achieves their full potential. We provide a happy and nurturing environment so that our pupils mature into well-rounded, healthy young people, with a passion for learning.

At Haberdashers' Knights Academy, our pupils develop confidence, resilience and self-esteem through their involvement in our academic and extracurricular enrichment; adding value to their spiritual, moral, social and cultural development. We enable our pupils to achieve success by focusing on high-quality teaching, providing an engaging and stretching curriculum, and focusing on each child as an individual to draw out their strengths and talents.

We are a school that is built on an ethos of tradition and innovation, respect and responsibility, collaboration and inclusion. It is these moral values that we instil in our pupils which enable them to both contribute and gain from our school community and the communities in which they live. We value the important relationships, collaborations and partnership between staff, pupils and parents.

Website: www.habsknights.org.uk

Our Schools

Haberdashers' Crayford Academy
Executive Principal: Mr Steve Wheatley



Haberdashers'
Crayford Academy

Our ethos is embedded in all aspects of a Crayford Academy education and expectations of our pupils are high from the start. We are a larger than average school that takes pride in getting to know pupils and parents, working in partnership to get the best possible academic results for children and providing an education for character that is synonymous with the Haberdashers' schools.

We are very proud of the environment in which we work and our pupils feel the same. Facilities for learning and recreation are first class, purpose built, safe and allow us to cater for a wide range of abilities. We have a thriving Sixth Form, and when you meet these students, you will notice that standards of behaviour and uniform, codes of conduct and good manners are consistent. Sixth Formers provide role models for younger children in the secondary phase of the school and are able to help staff protect our values and ethos.

Website: www.habscrayford.org.uk

Haberdashers' Borough Academy
Executive Principal: Mr. Declan Jones



Haberdashers'
Borough Academy

Our school has been built on the old fire station site on Southwark Bridge Road, and we opened our doors in September 2019. We are proud to see our first 180 students now embarking on their GCSE journeys. Having been involved in the project from the start we know what a tremendous school this already is and the potential for what it will become over the forthcoming years. Merging old and new, we have state-of-the-art facilities in a beautiful traditional building, right in the heart of London.

Bringing a Haberdashers' education to Borough, we are honoured to blend our approach with the rich culture of our communities to create a unique school experience for our children. There are so many special things about this area, its history and its people. We know that they will all contribute to the life of the school and are already helping to make it a truly fantastic place that will serve local families and communities for years to come. "Whilst we expected Borough to be academically rigorous and were not disappointed in this regard, we were also pleasantly surprised by the creative curriculum. The school provides an opportunity to pursue a diverse range of interests, which build our child's confidence and will help him figure out where he wants to go in the future. We are all very excited to see what Year 9 will bring."

Website: www.habsborough.org.uk

Role Description

Job Title:	Trust Vice Principal
Contract type:	Permanent
Salary:	Commensurate with VP level
School/ Service:	Central Services / Deployed to a Host School
Location:	New Cross (Central Office) and across our Secondary school sites
Hours per week:	Part-time or full-time hours considered
Accountable to:	Executive Principal

Key accountabilities

Below is a broad outline of key responsibilities. We are required to be very flexible with this role and as such, the detail will be secured upon appointment.

We are seeking talented leaders, with the ambition to become a Principal. We are looking for leaders who align with our values, and who wish to make a sustainable contribution to the development of our Trust.

The post holder will be placed as a Trust Vice Principal within one of the schools within our network, and will lead on a portfolio of leadership responsibilities. You will collaborate with colleagues across the Trust to drive School Improvement priorities beyond your setting. The post is offered on a full time basis. The responsibilities within the role itself will be designed to utilize the skills and expertise of leaders, in consultation with the development needs of our schools.

In this capacity as a Trust Vice Principal, you will also contribute to the development of key strategic priorities for the Trust, working alongside leaders across the Trust to further enhance provision in one of our key strategic areas.

As a member of the senior leadership team, you will model the ethos, values and culture of the Academy in all that you do. Leading on an area of the Academy Improvement plan, you will develop the strategic vision for your area of responsibility, working with others to enhance our provision. As a senior leader, you will support the operational daily running of the Academy to ensure every child has the best possible experience with us.

- Successfully deliver the strategic vision of the Academy through the Trust and School Improvement Plan.
- Be responsible to the Principal for the day-to-day leadership, organisation and management of the Academy.
- Work strategically with the leadership team to ensure 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 Academy.
- 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
- 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 self-evaluation and action planning processes.

Responsibilities within the role

Role Responsibilities include:

Strategic Development

- Support the Executive Principal in developing and communicating a clear strategic vision articulated with clarity in the Academy annual plan.
- Motivate and empower others to carry the vision of the school forward.
- As a result of the work on self-evaluation, advise the Executive Principal and SLT of the priorities for the Academy annual plan and manage the production of this plan.
- To ensure the Academy annual plan reflects increasing challenge each year and in doing so motivates leaders and staff in the school.
- Monitor and report on the implementation of the Academy annual plan to the Executive Principal and SLT Model the values and vision of the school and the Haberdashers' Academies Trust.
- Contribute to the preparation of all academy documentation, including the Academy handbook, the Self Evaluation, the Academy annual plan, Governors' reports and academic standards reports for the Executive Principal.

Pupils

- In collaboration with SLT, to take joint responsibility for the quality of teaching and provide appropriate challenge and interventions required.
- Ensure that performance data is used effectively to monitor, track and improve academic standards.
- Work with effective systems that permit data to be collected and tracked, securing the highest standards of behaviour and attendance across the academy through measurable interventions.
- Ensure the effective implementation of the academy rewards and sanctions policy, and to ensure this policy is continuously evaluated and developed for maximum impact.
- Take part in an effective programme of PSHCE, assemblies and tutor periods which contributes measurably to our determination to provide an education for character.
- Ensure the role and work of the Student Voice groups across all phases of the Academy is developed and provides an effective mechanism for students to take part in the leadership of the school.
- Ensure effective, seamless transition strategies across all Key Stages.

Staff

- Provide direction in the leadership of staff and their management, ensuring effective working relationships are maintained.
- Maximise the contribution of staff to improve quality and standards across the Academy.
- Meet with the SENCO, Heads of Key Stage and Pastoral Support Managers and report regularly to the Executive Principal and to SLT generally on all pupil matters.
- To be a model of high professional standards in all aspects of Academy life and to lead by example.
- To provide a positive role model for all staff and students and to demonstrate a shared commitment to the vision of the Academy.

Responsibilities within the role

Accountability

- Attend and report to Governors' meetings as required by the Executive Principal and CEO.
- To take responsibility for own professional development in discussion with the Executive Principal.
- To liaise regularly with parents to create a cooperative and effective relationship which promotes learning and supports teaching at all Key Stages
- Ensure that parents and students are well informed about student attainment and progress and that a high quality reporting system is in place
- Encourage and develop good relations between the Academy and the local community
- Work collaboratively with the other academies within the Haberdashers' Trust as well as other schools locally, nationally and internationally where possible.

Other

- Deputise for the Executive Principal as and when required
- Assist in the oversight and management of the day to day organisation of the Academy
- Chair staff meetings and briefings as required across the Academy
- Planning and coordination of Academy events as required, including church services, performances, parents evenings / consultation, community, charity events etc.
- To have an allocation of classes to teach. Languages or EBACC specialism experience desirable
- Undertake any other tasks reasonably required by the CEO or Executive Principal and the above job description will be subject to annual review.

General Responsibilities include:

- Promote equal opportunities and inclusion, addressing immediately should this fall short in their school.
- Promote the single Trust ethos.
- Promote the school's commitment to the continued professional development of all staff.
- Undertake any duties as may reasonably be required by the Executive Principal or CEO.
- Work within the school's framework with regard to Health and Safety.
- Be aware of and assume the appropriate level of responsibility for safeguarding and promoting the welfare of children.
- Report any Safeguarding concerns in accordance with Trust Safeguarding Policy. Is able to demonstrate the impact they have had in delivering outstanding pupil outcomes to a wide range of abilities.
- Can provide examples of strategic leadership in a whole school context that has brought about an improvement in pupil outcomes.
- Is committed to the concept of all-through schools and comprehensive education where all children are expected to make progress beyond expectations of them.
- In addition to qualified teacher status can provide evidence of further professional development.
- Is a committed professional who does not accept second best and who has high levels of expectation and standards.
- Has high level analytical ability and is able to use data effectively to inform strategy.
- Has excellent communication skills both orally and in writing.

Person specification

Criteria	E s s e n t i a l	D e s i r a b l e	HOW IDENTIFIED AND ASSESSED AP -Application AS -Assessment I -Interview P -Presentation R -References
Education/Qualification and Training			
• A good honours graduate degree with QTS	✓		AP, AS, R,
• Further accredited study such as working towards middle leadership qualification		✓	AP, AS, I, R,
Experience			
• A varied and successful teaching experience in the secondary sector within a diverse environment	✓		AP, AS, I, P, R,
• Ready to rise to the next challenge in their professional development and is ambitious in looking to progress to headship	✓		AP, AS, I, P, R,
• Excellent grasp of pupil data and its use in raising achievement	✓		AP, AS, I, P, R,
• Involvement in the formulation, implementation and progression of Improvement Plans	✓		AS, I, P, R,
• Successful experience of team leadership, either at senior middle leader level, or as an existing senior leader	✓		I, P, R,
• Can motivate students at all levels of ability, thus ensuring that a wide range of students access curricular and extra-curricular provision	✓		AP, AS, I, P, R,
• Demonstrable success in leading trips and events (requiring provision for risk assessments, safeguarding and parental communication)		✓	AP, AS, I, P, R,
Knowledge and Skills			
• A strong vision for teaching and learning and experience of implementing successful strategies and measuring their impact	✓		AP, AS, I, P, R,
• A strong ability to support post holders and other staff in their understanding of how to lead and manage their areas of expertise or responsibility effectively	✓		AP, AS, I, P, R,

Person specification

• Experience of coaching or mentoring others to develop their knowledge of teaching and learning	✓		AP, AS, I, P, R,
• Knowledge of effective pedagogical strategies to improve teaching of Science (e.g. Rosenshine's Principles of Instruction)	✓		AS, I, P, R,
• Successful experience of designing (or contributing towards), implementing, evaluating and improving schemes of work across all key stages	✓		AS, I, P, R,
• Experience of how to effectively use data tracking and assessment to provide appropriate support and challenge for students across all key stages	✓		AP, AS, I, P, R,
• Knowledge of a wide range of successful intervention and assessment strategies for pupils at Key Stages 3, 4 and 5	✓		AP, AS, I, P, R,
• Ability to monitor, review and evaluate against current Ofsted criteria	✓		AS, I, P, R,
• Knowledge of current educational issues including developments in the sphere of public examinations, careers and university entrance		✓	AP, AS, I, P, R,
• Experience of timetabling at departmental or senior level		✓	AS, I, P, R,
Professional Standards/Other Requirements			
• Excellent team working skills	✓		AP, AS, I, P, R,
• The ability to motivate and inspire others: both colleagues and students	✓		AP, AS, I, P, R,
• A considerable work rate and high degree of administrative efficiency	✓		AP, AS, I, P, R,
• Strong ICT skills	✓		AP, AS, I, P, R,
• Excellent interpersonal and communication skills (e.g. use of positive language)	✓		AP, AS, I, P, R,
• Ability to remain calm under pressure and demonstrate sound judgement	✓		AP, AS, I, P, R,
• Ability to work under pressure, meet deadlines, and establish positive relationships with students, parents, governors, staff and outside agencies	✓		AP, AS, I, P, R,
• Strong 'presence' and ambassadorial skills	✓		AP, AS, I, P, R,
• Commitment to the promotion of diversity, inclusion, equal opportunity and equal treatment	✓		AP, AS, I, P, R,
• Willingness to support human values of democracy, rule of law, Individual liberty, integrity and mutual respect.	✓		AP, AS, I, P, R,
• Willingness to support and promote the Haberdashers' Advantage	✓		AP, AS, I, P, R,

HabsInstitute

for Professional Learning

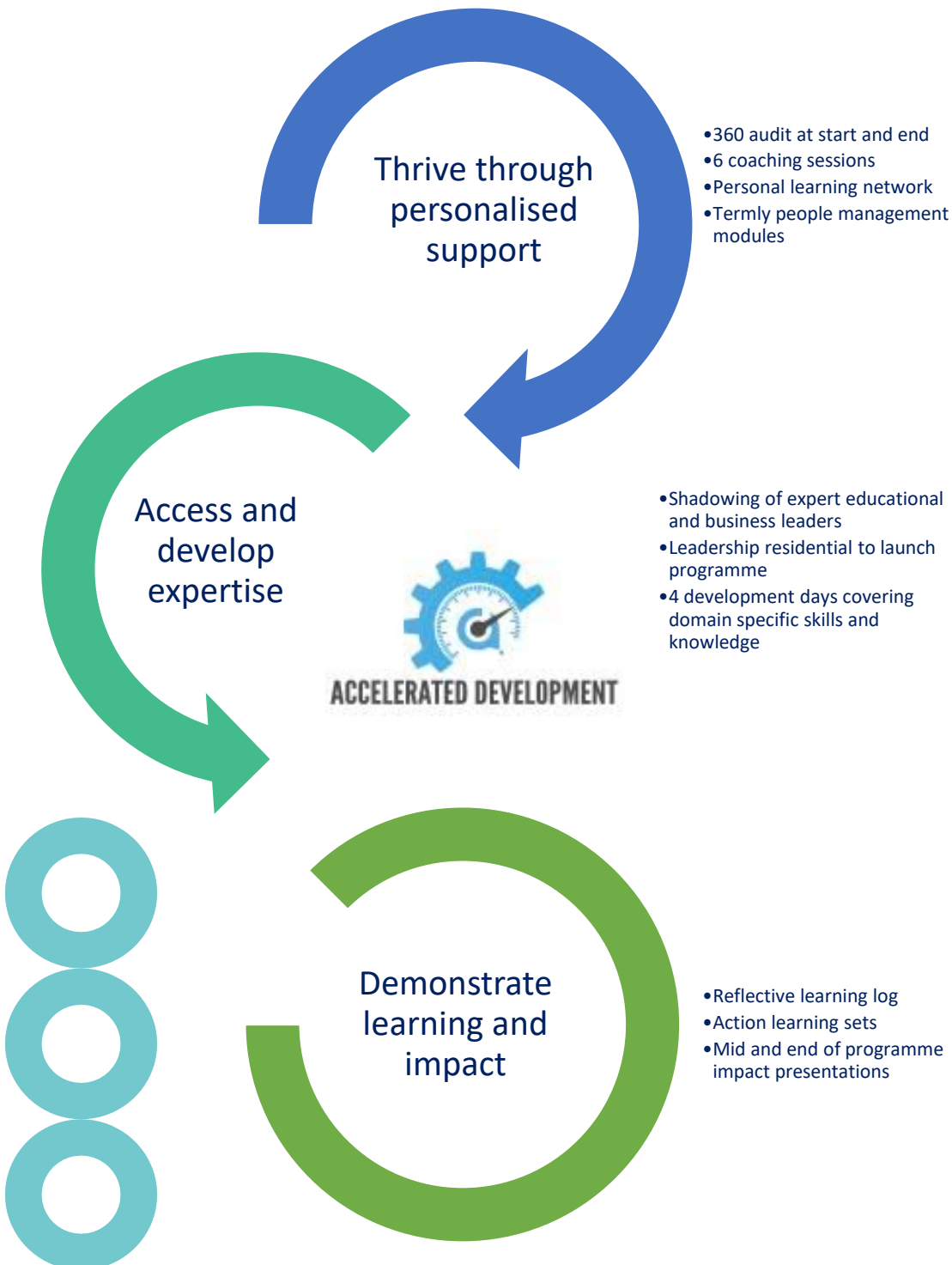
Haberdashers' Accelerated Leadership Development Programme

For High Potential Senior Leaders



Haberdashers'
Academies Trust
South

This programme provides High Potential Senior Leaders with the knowledge, skills and confidence they need to deliver excellence now and grow into Principals of the future. The programme aims to develop, support and retain talented leaders in education, recognising their contributions, enabling them to fulfil their ambitions with us.



Programme Overview

Year 1 – Programme Overview

- 360 Survey
- Leadership Residential
- Personalised and bespoke programme of professional learning, including 3 development days.
- Shadowing visits
- 1-2-1 coaching.
- Peer network and collaboration groups.

Year 2 – Programme Overview

- Leadership impact planning - Project.
- Shadowing visits
- 360 Survey review.
- Personalised and bespoke programme of professional learning, including 3 development days.
- 1-2-1 coaching.
- Peer network and collaboration groups.
- Career development support.



Leadership Residential



Content Overview

The programme is rooted in research by Hay McBer – one of the world’s leading consultancies on strategy and performance – and is focused on leadership behaviours and their impact on others.

You will discover your own effectiveness as a leader from the results of a 360-degree Leadership Competency Survey based on feedback from your colleagues. You will learn about your own Motive Profile and how it impacts on your leadership behaviour and practice your leadership skills using simulation exercises. The residential will also give you an opportunity to share your thoughts, feelings and insights with colleagues in a secure, supportive environment.

Learn how to:

- Manage self and others better
- Employ purposeful and appropriate leadership styles
- Motivate others to work more effectively
- Improve the quality of provision in your school/academy

Methodology:

- Group Work
- Lecture
- Motivational Analysis
- Individual Action Planning
- Film
- Simulation Exercises
- Individual 360 Degree Feedback from colleagues
- One to one coaching session with the facilitator

Habs Institute’s Leadership Residential launches the Accelerated Leadership Development Program. It runs over two evenings and two-days and is led by senior leaders within the Trust. It supports delegates to enhance their leadership capability in preparation for next steps.

Key details

Date and time: from 7.00pm Thursday 29th June to 4pm on Saturday 1st July

It is important that all participants are able to attend from the evening of June 30th as this evening forms part of the programme. If this is a barrier to participation please contact Kafilat Agboola.

Venue: Haberdashers’ Hall, 18 W Smithfield, London EC1A 9HX

Cost: There is no cost to schools

Meals are included - travel costs are not included.



“I really enjoy being able to make an impact on the different aspects of school life. If you want to apply, then you should just give it a go. There is so much opportunity for growth here.

Secondary Support Colleague

“ I applied to Haberdashers because it’s always been one of those prestigious schools and I just wanted to be a part of the Trust.

There is always somebody here to support you, to push you, to drive you and we all share the same goal – to provide a good education for all the children that come to our schools.”

Primary Principal



Why Haberdashers?

Joining Haberdashers' Academies Trust South at any point in your career will be a rewarding and fulfilling experience. As a governance clerk you will be integral in our 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



Recruitment process and additional recruitment information

Closing date: Thursday 18th May 2023

Interview date: w/c 22nd May 2023

Start date: 1st September 2023

Recruitment Process:

Once you have submitted your application, it will be reviewed against the criteria in the person specification. On the basis of this review, you may then be invited to attend an interview. Details will be made available when selected, but the interview is likely to include:

- A written task
- A presentation
- Panel Interviews

We always involve our pupils and staff in the interview process.

Special Requirements:

If you require reasonable adjustments prior to your interview, these can be arranged by emailing habstrustsouth@haaf.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 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' Academies Trust South

For a confidential discussion about this post or to arrange a visit to the Trust, please contact us on 020 7652 9516 or email contact@habstrustsouth.org.uk

Thank you for your interest in the Haberdashers' Academies Trust South. We look forward to receiving your application.

Haberdashers' Academies Trust South,
Jerningham Road, London, SE14 5NY

www.habstrustsouth.org.uk