



HABERDASHERS' ASKE'S
CRAYFORD
ACADEMY

2018-19
SECOND IN DEPARTMENT-
HUMANITIES
RECRUITMENT
PACKAGE

AN ALL THROUGH
3 - 18 ACADEMY

www.haaf.org.uk





From the Principal

Dear Candidate

Thank you for your interest in the post of Second in Department in Humanities. This is an exciting opportunity for an aspiring middle leader, or existing Second in Department looking for a fresh challenge, to support in the management of a number of subjects, and a team of motivated and dedicated professionals within the Humanities department. We are proud of our many successes and welcome the right candidate to embark on a new role within a Multi Academy Trust, working alongside the Head of Humanities to lead a successful faculty across the full age range of the secondary school, including developing our A-Level provision in Humanities subjects. We are seeking an outstanding and motivated teacher with a proven record of accomplishment to support in the leadership of Humanities, building on GCSE and A level results to develop the department further.

Haberdashers' Aske's Crayford Academy is a large all-through school of over 1600 children 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' ethos. Our school opened in 2009, and our facilities for learning and recreation are first class, purpose built and safe. We provide targeted support and a broad education to enable each and every one of our students to reach their full potential and to grow into well-rounded members of our community. We offer education across all key stages which has consistently been judged 'Good' by Ofsted, most recently in May 2018

Facilities at the school are first class, from the building itself to the resources which support the delivery of a broad curriculum including an extremely popular and well maintained Learning Resource Centre. Our playing fields, gymnasium, drama theatre and ICT facilities all contribute to ensuring we deliver an education for character, a feature of all Haberdashers' schools that is part of our DNA. Haberdashers' Aske's Crayford Academy is 30 minutes from London Bridge by train and the school's proximity to the capital is a strong factor in enabling teachers to enhance the cultural experience for our pupils through enrichment activities.

The Federation currently comprises three all-through schools and one free primary school, which totals over 5,000 students and 600 staff. The scale of expertise and leadership across our Federation gives us enormous capacity. It is this capacity that has resulted in the success of the Federation, and it is this capacity that allows us to mount new ventures and allows our staff to take on new opportunities and rapid development trajectories.

Our school and our Federation is a uniquely exciting place to be and I hope that you decide to join us in our current phase of rapid development and growth.

Mr Richard Farrow
Principal



About the Federation

A message from the Chief Executive

A very warm welcome to Haberdashers' Aske's Federation. We are a 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. 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

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. The Federation is at the cutting edge of national educational initiatives, committed to research and development and to adopting creative solutions that will benefit all students.

All our students are inspired to reach their full potential, no matter their ability or background; aspirations and achievements are constantly raised; the improvement of standards reflects the needs of the local and wider communities, through the highest quality academic, personal and vocational teaching and guidance. We build on the strengths and experiences of our schools so that our students become independent learners, fully equipped for the opportunities, challenges and responsibilities of adult life in the 21st century and well prepared to be the leaders, professionals and parents of tomorrow.



Our Vision

The Haberdashers' Aske's Federation is a Federation of three all-through academies, each at the heart of their community that share a vision for the education of children and young people. Our vision is 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 are forward-looking and value innovation within the context of our long tradition of providing excellent education.”

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.



Role Description

Second in Department of Humanities

We are looking to appoint an enthusiastic and motivated individual to take on the role of Second in Department, and support in the leadership of our Humanities department.

A committed individual keen to progress to middle leadership in the future, perhaps as a head of department, would be well suited to this position. Alternatively, this role offers an excellent opportunity for someone looking to gain experience of the leadership of a larger department containing multiple subjects.

The core purpose of the Second in Department in Humanities post is to contribute to the continuing development of the Humanities curriculum and to the overall development of the department, supporting the Head of Humanities and deputising for him/her as required. This role offers a passionate and innovative candidate an exciting opportunity to lead specifically on the development of the KS3 curriculum, whilst contributing to the wider leadership and development of the faculty at KS4 and KS5. We are looking for an individual who understands that all children are entitled to be successful in this critical area of knowledge and one who will be relentless in ensuring all children are literate and motivated learners. Lessons must be well planned, challenging and engaging, teaching must be consistently good or better, and marking and feedback must be of a very high quality, to enable students to make outstanding progress. A skilled professional, you will have strong subject knowledge in your specialist subject (History, Geography or Religious Studies) and be willing to teach across the Humanities subjects at KS3. Experience of teaching History, Geography or Philosophy at A level, would be desirable.

The core purpose of this post is to ensure the quality of learning experiences for pupils in Humanities are of the highest standard in order for pupils to progress at rates that are above expectations for them. The successful applicant will demonstrate their commitment to raising standards, the ability to track progress data, implement targeted intervention and support the Head of Department in ensuring all staff members consistently meet the Federation Quality Standards.

The Second in Department in Humanities will support the Head of Humanities with the overall leadership of History, Geography and RS across Key Stage 3, 4 and 5, and contribute to the continuing development of the individual subject curriculum for each Humanities subject. Furthermore, you will contribute to the continued development of the Humanities department, supporting teachers to develop their teaching practice.

The successful applicant will promote a love of all Humanities subjects across all key stages supporting pupils to be life-long learners who are resilient and committed to their studies. As a middle leader, there is also an expectation that you will actively promote the aims, values and ethos of the Academy with both students and staff alike.



Key Responsibilities

Key responsibilities

- Support the Head of Humanities in developing all aspects of the Humanities curriculum (with specific focus on the development of KS3 History, Geography and Religious Studies)
- Support the Head of Humanities in securing the quality of teaching in the department across all key stages and humanities subjects
- Be relentless in your approach to pupil progress and be able to demonstrate that children here would do significantly better than if they went to other schools
- Support leaders within the Academy by adhering to the professional standards expected of a middle leader
- Generate an enthusiasm around all humanities subjects, that results in Humanities having a high profile within the school and continues to ensure strong uptake of Humanities subjects at both KS4 and KS5
- To teach History, Geography or Religious Studies in KS3, KS4 and KS5 (where applicable)
- To set and mark internal examinations, pupils exercise books and homework as required
- To demonstrate good knowledge of a wide range of teaching methods and to implement these in the classroom
- To be fully committed to and actively contribute to the department enrichment activities programme
- To provide accurate information for parents as directed by the academy and to attend parents' evenings and other presentation meetings as directed



Key Responsibilities

General Responsibilities

- Promote the principle of equal opportunities in the school.
- Promote the single Federation ethos.
- Promote the school's commitment to the continued professional development of all staff.
- Undertake any duties as may reasonably be required by the 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 the Federation's safeguarding policies.

Person Specification

Criteria	Essen- tial	Desir- able	How identified and assessed*
Education/qualification and training			
Degree in a relevant subject	✓		AP,R
Teaching Qualification	✓		AP,R,I
A higher qualification in education and/or management		✓	
Experience/Knowledge/Skills			
Recent successful teaching of History, Geography or Religious Studies	✓		AP,I
Knowledge and experience of the use of a range of successful teaching and learning strategies	✓		AP,I, R
Experience of monitoring and evaluation practices	✓		AP,I
Commitment to the benefits of collaborative working within a Federation	✓		AP,I,R
Knowledge of the National Curriculum, GCSE and A Level developments	✓		AP,AS,I,R
Ability to organise own workload in the context of varied tasks	✓		AP,AS,I,R
Ability to delegate responsibility with accountability	✓		AP,I, R
Proven track record of raising educational standards	✓		AP,I
Ability to inspire, demonstrate and support the highest of expectations for all	✓		APi
Recent experience gained in second in charge role		✓	AP/I
Curriculum and/or Pastoral experience	✓		AP/I
Effective monitoring progress through data	✓		AP/I
Personal characteristics/other requirements			
Is Passionate, energetic, versatile and creative about their subject area and teaching in general	✓		AP,I,R
Is a can-do person who works positively and collaboratively	✓		AP, AS,I, R
An effective communicator	✓		AP,I, R
is a strong team player and leads by example with high professional standards	✓		AP,I,R
Student focused commitment	✓		AP,I,R

* AP: application, AS: assessment, I: interview, P: presentation; R: references



Additional Recruitment Information

Recruitment Schedule

- Closing date: 22nd March 2019, 12 Noon
- Interview date: To be confirmed after review of applications

Recruitment Process

Once you have submitted your application, it will be assessed against the criteria in the person specification. If you attain high scores you will then be invited to attend an interview assessment.

This may include:

- Psychometric assessment
- Biographical and competency based interview
- Classroom observation
- Visit around the school
- Case study
- Presentation
- Software tests

References

Before you are invited to interview, the Academy 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

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.



Additional Recruitment Information

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 exempted 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 Academy before employment can commence.

Equality and Diversity

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.

Newly Qualified Teachers (NQTs)

NQT's who have been qualified for less than 12 months are welcome to apply for our teaching vacancies.

Special requirements

If you require reasonable adjustments prior to your interview, these can be arranged by emailing crayfordhr@haaf.org.uk and where practical we will support your request.

Visiting the Academy

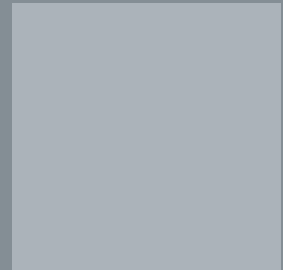
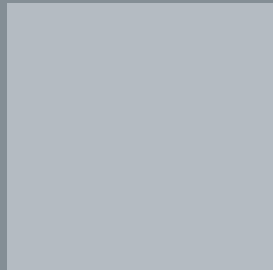
If you are successfully shortlisted to attend an interview you will be given the opportunity to have a tour of the school.



HABERDASHERS' ASKE'S

CRAYFORD ACADEMY

AN ALL THROUGH 3 - 18 ACADEMY



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