Haberdashers' ABRAHAM DARBY

Confident - Calm - Caring

Candidate Information Pack

Assistant Vice Principal /

Head of House /

Character Development

Required from 1st September 2021

Salary negotiable depending on experience and is open to both teaching and support staff

Closing Date: Monday 17th May 2021

We do reserve the right to close this advertisement early if we receive a high volume of suitable applications. We are looking to schedule interviews shortly after the closing date.



Haberdashers'
ABRAHAM DARBY
Confident - Calm - Caring

Ironbridge Road Madeley
Telford Shropshire TF7 5HX

Telephone: 01952 386000
Email: ad.academy@taw.org.uk
Web: www.haberdashersabrahamdarby.co.uk
Twitter: @HabAbrahamDarby
Principal: L J Hadley BA Hons MSt

May 2021

Dear Applicant

Thank you for your interest in the post of **Assistant Vice Principal / Head of House (with responsibility for Character Development)** at Haberdashers' Abraham Darby. The post has arisen due to the promotion of the existing post holder and is open to both teaching and support staff. Salary is negotiable depending on experience.

Haberdashers' Abraham Darby is a vibrant, 11-18 mixed school which opened in September 2008 as part of the Haberdashers' Adams' Federation Trust; a thriving partnership with Haberdashers' Adams school in Newport. A focus on traditional values and high expectations is resulting in rapidly rising standards and popularity as a school of first choice. We are located within a short distance from the picturesque River Severn and Ironbridge Gorge, not far from Telford and Shrewsbury, with good motorway links to both the M6 and M54. We moved into our new state of the art building in the summer of 2012 and both pupils and staff are benefitting from a 21st century ICT rich learning environment and a superb leisure complex.

We are seeking to appoint an Assistant Vice Principal/Head of House who fits with the ethos of our school and is passionate about pastoral care and high standards. The successful candidate will work in collaboration with the Senior Leadership Team to ensure outstanding leadership and management within the academy and will also lead our agenda to develop 'character' through our INSIGHT programme by evidencing the organisation and impact of the Academy's personal development offer.

Our pastoral system is based around four Houses, each of which is organised into mentor groups from years 7-13. Houses each have an identity and compete in sport and other activities. The Head of House builds team spirit, strives to know every child and their family, sets out the standards for behaviour and achievement and ensures that students develop in a comfortable and safe environment. Each Head of House is supported by a Deputy Head of House. There is a designated area in the school building which houses all the pastoral team. The Houses in the Academy's House system have been named to reflect local personalities across a range of disciplines - they are: Darwin, Owen, Webb and Woodhall. Each member of staff also belong to a House.

I have included a number of pieces of information in this candidate pack that I hope you will find helpful in making an application. If you require further information about Haberdashers' Abraham Darby and our House system this can be gained from our website:
www.haberdashersabrahamdarby.co.uk

In making your application, please submit:

1. The completed application form,
2. A brief Curriculum Vitae (optional),
3. A supporting letter/statement describing:
    a) the relevance of your skills, experience and qualities in relation to this post

b) in what ways, both in quantitative and qualitative terms, you have made a difference in your current post.

I am seeking to appoint a colleague of the very highest calibre - the staff and students of this Academy deserve no less. You must share my passion for working with young people and possess both the professional expertise and personal qualities that will enhance my staff. If you relish a challenge, can share our belief that the Academy can make a very real difference to its students and the local community and are prepared to work unstintingly in pursuit of this goal, I would love to hear from you.

I look forward to receiving your completed application by **3.30pm on Monday 17th May 2021**. Applications should be returned electronically to the HR Manager / PA to the Principal, Debbie Tudor, via email to deborah.tudor@taw.org.uk. We are looking to schedule interviews w/c 24th May. We do reserve the right to close this advertisement early if we receive a high volume of suitable applications.

If you wish to contact me for an informal discussion or wish to have a look around, please either arrange this with my PA, Debbie Tudor, via email or calling 01952 386002, or email me direct on lee.hadley@taw.org.uk

Yours faithfully

Mr L J Hadley
Principal



Haberdashers' ABRAHAM DARBY
Confident - Calm - Caring

Job Description and Person Specification

Assistant Vice Principal / Head of House / Character Development

The House system is central to the success of the Academy and our pastoral system is based around four Houses. Heads of House shape the culture of the school and the character of the pupils.

Aims of Post of Responsibility: To lead your House team, with passion and creativity, in the mentoring and support of pupils in your House, promoting whole school ethos and practice. Establish positive relationships with pupils, parents, staff and external agencies in line with the Academy's vision and values. Be accountable for all matters pertaining to the House system and work in a team to promote the House system in the Academy. Work in collaboration with the Senior Leadership Team to ensure outstanding leadership and management within the Academy and lead our agenda to develop 'character' through our INSIGHT programme by evidencing the organisation and impact of the Academy's personal development offer.

Responsible to: Vice Principal (Pupil Welfare) and ultimately to the Principal

Responsibility for: A team of Mentors and Deputy Head of House

Overall Job Purpose and Responsibilities:

Head of House

1. Create a very positive ethos for the House which contributes to high academic achievement, excellent attendance, the enrichment of pupils' experiences and is supportive of pupil wellbeing.
2. Use whole school and House team data and systems in order to promote attendance and punctuality and to identify and support pupils' needs.
3. Promote pupil progress, working with subject teachers, Heads of Department and SLT to ensure high expectations, challenge potential underachievement and to prepare pupils for exams.
4. Model high expectations of pupil behaviour and demonstrate a range of strategies for supporting pupils who may be challenging.
5. Lead and manage the House mentor group team where colleagues are supported and recognised for their strengths and contributions.
6. Convey enthusiasm and commitment about working with young people, whilst always seeking out opportunities to further develop your skills.
7. Be an effective practitioner who is up to date with the best of new techniques to promote learning and pupil welfare.
8. Bee an efficient and organised administrator and communicator, able to maintain accurate records required and able to work with a range of external agencies.
9. Liaise with the SENCO and inclusion staff on the academic, pastoral, social, vocational and behavioural needs of pupils in the House.
10. Coordinate assemblies and effective use of mentor time and daily collective acts of worship, where necessary.
11. Coordinate and oversee the organisation of charity, performance, sporting, social and other enrichment activities for the House.

12. Coordinate the delivery of the pastoral curriculum and liaise with other Heads of House, where necessary, to ensure continuity and progression of the pastoral provision throughout the Academy.

Character Development

1. Lead the OFSTED personal development framework including the liaison with the careers team.
2. Evidence the organisation and impact of the Academy's personal development offer.
3. Whole school responsibility for our INSIGHT programme (PSHE/SMSC/RSE/British Values/Citizenship curriculum) including the planning and organisation of INSIGHT lessons (PHSHE/SMSC/RSE/British Values/citizenship) and statutory content coverable.
4. Organisation and liaison with external agencies when planning assemblies, guest speakers, workshops and masterclasses.
5. Track curriculum changes in line with DfE guidance and delivering these changes as part of the INSIGHT curriculum, for example recent changes in line with RSE DfE guidelines.
6. Creating topically relevant resources considering news headlines, social media influence and current affairs including signposting to relevant local and national support services.
7. Embedding 'character virtues' part of the Academy ethos including the design of a whole school assembly rota and mentor time activities.
8. Provide up to date reports on character development for SLT, governors and other stakeholders.

Assistant Vice Principal

1. Work in collaboration with the Senior Leadership Team to ensure outstanding leadership and management within the Academy
2. Lead by example and be committed to high expectations
3. Assist in the day to day running of the Academy
4. Maintain a high profile around the Academy
5. Lead on delegated areas of responsibility
6. Uphold and embed a culture that enables students and staff to excel
7. Help to improve the outcomes and progress of all students
8. Have a deep and accurate understanding of the Academy's effectiveness and strategies for improvement
9. Promote inclusion, equality of opportunity and diversity
10. Contribute to the safeguarding of students, promote student welfare and work with the senior leadership team to ensure that students feel safe and staff are trained to identify safeguarding needs.
11. Contribute and take an active part in SLT meetings and other key meetings as appropriate
12. Participate in and support in the organisation and management of whole academy events.

General

1. The duties may be varied to meet the changing demands of the Academy at the reasonable discretion of the Principal.
2. This Academy is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment.
3. Successful candidate will be subject to an enhanced Disclosure and Barring Service check and Right to Work in the UK check.
4. Haberdashers' Abraham Darby is designated a no smoking workplace.
5. There is an expectation that all staff maintain a professional dress code, use the signing in system daily and that staff ID badges will be worn and on show at all times.

Safeguarding

All teachers and support staff are accountable for the way in which they exercise authority, manage risk, use resources and protect pupils from discrimination and avoidable harm. All staff, whether paid or voluntary, have a duty to keep young people safe and to protect them from physical harm. When an individual accepts a role that involves working with children and young people they need to understand and acknowledge that the responsibilities and trust are inherent in that role. An Enhanced Disclosure and Barring Service Certificate

is required for all posts, DBS checks will be renewed every 5 years and all staff are expected to sign an annual Disqualification Safeguarding Declaration Form.

The duties outlined in this job description are in addition to those covered by the Academy's job descriptions for all teaching or support staff. This job description describes the way the post holder is expected and required to perform and complete particular duties as set out in the foregoing paragraphs.

PERSON SPECIFICATION

We are seeking a highly committed professional who believes passionately in making a difference to the life of every pupil. We are seeking to appoint an exceptional Head of House, to work alongside three additional Heads of House and Deputy Heads of House as part of the pastoral team. As an Assistant Vice Principal it is expected that the successful candidate will demonstrate outstanding leadership skills and will have the drive and determination to move us closer to our ultimate goal of becoming an 'outstanding' Academy. A commitment to extra-curricular and curriculum enrichment activities is essential.

We would be delighted to hear from you if you are:

- Creative and innovative
- Able to motivate and inspire both colleagues and young people
- A 'team player'
- Able to respond positively to pressure
- Driven to 'make a difference'
- Lead by example and be committed to high expectations.

Information on Haberdashers' Abraham Darby

History of the school: Abraham Darby Academy opened on 1st September 2008 replacing the predecessor Abraham Darby School for the Performing Arts. The Academy was the 'sample project' in Telford & Wrekin's 'Building Schools for the Future' programme. Having been based in the existing school buildings during the construction phase of the project, the Academy moved into its new state of the art, technology rich accommodation in July 2012. It provides 1,100 places, 900 for pupils aged 11-16 (PAN of 180 in each year group) and 200 in the Sixth Form and sits at the centre of the Abraham Darby Learning Community, which also includes Woodlands Primary School and a Leisure Centre. Abraham Darby Academy changed its name to Haberdashers' Abraham Darby in 2017.

Federation Trust: Haberdashers' Abraham Darby is sponsored by the Worshipful Company of Haberdashers' and is a member of the Haberdashers' Adams' Federation Trust, which is a federation with Haberdashers' Adams (a convertor Academy). There is one Board, chaired by the Chair of Governors, with several committees covering both academies and all governors are governors of both academies. Each school, however, has a separate local governing body.

Ethos: The ethos and culture of the Academy is rooted in values, standards, positive relationships and aspirations. The result is a warm, welcoming and generous environment where pupils who are increasingly ambitious for themselves, enjoy being challenged to improve upon their previous best and recognise their responsibilities as role models as they progress through the year groups. There is a shared purpose in our journey to become outstanding.

Pastoral: Our House system is the lifeblood of the Academy. It fosters competition, participation, belonging and student leadership. Each member of staff also belongs to a House. Throughout the year we enjoy all school inter-house competitions in rugby, netball, cross country, swimming and the Arts.

Extra-Curricular: The Abraham Darby music department has a very successful music tradition, which goes back well over 40 years and has ensured that the Academy has become one of the country's leading education establishments for musical opportunity for its students. It has a high reputation within the youth music world. Both the Academy's Showband and Jazz Band have performed in the Schools Music for Youth Proms at the Royal Albert Hall in 2016 and 2017 and the Showband is the highest ranked school wind band in the UK. We also place considerable emphasis on Sport: we are one of the few state schools in the country that has an extensive rugby and netball Saturday fixtures list.

The education of the 'whole' child is a priority and has resulted in the development of an extensive informal curriculum. There is a substantial range of curriculum enrichment and extra-curricular experiences with which pupils are actively encouraged to engage. It is an expectation that all members of staff contribute to this programme.



MAKING AN APPLICATION

GUIDANCE NOTES AND INFORMATION FOR COMPLETING THE APPLICATION FORM

Please read these notes carefully and keep for future reference. They are designed to help you in completing your application form. We want to try and make sure that everyone applying for a job with the Haberdashers' Adams' Federation Trust and Haberdashers' Abraham Darby has a fair chance. Completing this application form is the first stage in the recruitment process which may lead to an interview and the possible offer of a job.

- It is important that you complete all sections of the application form as clearly and fully as possible.
- Please ensure that you have given your personal details accurately so that we are able to contact you.
- We are interested in your experience and any skills or training which shows that you meet the requirements of the job for which you are applying. Include non-work activities which are relevant.
- You are asked in Section 5 of the application form to provide a supporting statement.
- We do not ask for many personal details. This is because we do not take into account such things as gender, race and marital status.
- By completing and signing the application form, you are consenting to the named referees to release a written and/or verbal reference to ourselves.
- If you attach additional sheets to your application form make sure you put your surname, initials and the post title at the top of each page.
- We ask everyone to complete an application form (as well as sending a brief C.V. if they wish)

Remember we can only decide whom we should interview based on what is written on your application form.

JOBS WORKING WITH CHILDREN, YOUNG PEOPLE AND/OR VULNERABLE ADULTS

The job for which you are applying involves substantial opportunity for access to children, young people and/or vulnerable adults and your application will be subject to rigorous pre-employment checks. This is in order to ensure the safety of children and vulnerable adults. These checks will include a check by the Disclosure and Barring Service (DBS) on Police Records for **all** criminal convictions, cautions and any impending cases. A more detailed explanation is included in the application form.

THE GENERAL DATA PROTECTION ACT 2018

The information or data which you have supplied on the application form will be processed and held on computer and also on your personal records if you are appointed.

The data may be processed by the Haberdashers' Adams' Federation Trust and Haberdashers' Abraham Darby for the purposes of equality monitoring, compiling statistics and for the keeping of other employment records.

By signing and returning the application form you will be deemed to be giving your explicit consent to processing of data contained or referred to on it, including any information which may be considered to be sensitive personal data.

EQUAL OPPORTUNITIES POLICY

COMMITMENT TO EQUAL OPPORTUNITIES

The Haberdashers' Adams' Federation Trust and Haberdashers' Abraham Darby are committed to equality of opportunity in all aspects of their activities. We recognise that people suffer discrimination, disadvantage and exclusion, both in employment and in the delivery of services, for many reasons including:

- race
- sex
- sexual orientation
- gender re-assignment
- religion or belief
- disability
- pregnancy or maternity

We are committed to combating inequality and striving to ensure that all people in all parts of the community are treated fairly. Age, marriage and civil partnership are not protected characteristics for the schools' provision but do apply to staff.

EQUALITY IN EMPLOYMENT

It is the Federation and Academy's policy that all of its employees, and those who apply for employment, will be treated with equal fairness, respect and dignity.

We will:

- Publicise, by this charter, our commitment to equality to all of our employees and within the community at large.
- Encourage job applications from all sections of the community and ensure that only relevant and justifiable factors are taken into account in making appointments
- Make available appropriate training for employees so that they can both understand and actively promote equal opportunities policies and, recommend that everyone who takes part in the recruitment and selection process will first receive the necessary training.
- Ensure that existing and future HR policies and conditions of service are applied fairly to all employees and are such that they can both promote equality of opportunity and seek to remove obstacles to its achievement.
- Recommend that applicants with disabilities who meet the essential requirements of the post are interviewed, and do everything reasonably practical to adapt jobs and premises to meet the needs of people with disabilities.
- Measure the effectiveness of our policies by regular monitoring of both existing employees and of job applicants.

EQUAL OPPORTUNITY MONITORING

So that we can measure the effectiveness of this charter, we need to collect information about our job applicants. **Therefore please fully complete and return the Monitoring Form attached to this application form.**

- When your application is received the Monitoring Form will be removed before the form goes to those involved in shortlisting for interviews.
- Those involved in shortlisting and interview will not know what information is on the Monitoring Form.

Positive Mental Health – Whole School Approach

Haberdashers' Abraham Darby aims to promote a whole-school positive approach to mental health and well-being for every member of staff and student; it is a fundamental to our values, mission and culture. We are a school that helps children flourish, learn and succeed by providing opportunities for them, and the adults around them, to develop the strengths and coping skills that underpin resilience.

ESSENTIAL ADDITIONAL INFORMATION

FOR POSTS WHICH INVOLVE WORKING WITH CHILDREN, YOUNG PEOPLE AND/OR VULNERABLE ADULTS

The post for which you are applying will involve working with children, young people and/or vulnerable adults. In order to ensure the safety of children and vulnerable adults, your application will be subject to rigorous pre-employment checks.

Please read this information carefully.

1. The references you have offered will be taken up prior to interview without seeking further permission from you. We also reserve the right to contact any other previous employer for a reference.
2. We will also take into consideration relevant information received from **any** source. This may include information held by Telford & Wrekin Council, for example in Social Care or Education, and information received from other external authorities or bodies.
3. You will be required to provide proof of any educational qualifications or memberships of professional bodies that are stated in your application form.
4. You will be asked to submit original proof of identification, including photo ID, such as a birth certificate, National Insurance number, passport or driving licence. You will also be asked to submit all marriage certificates in cases where you have changed your name, and previous address details.
5. You will have to complete a medical questionnaire and may be required to meet with our Occupational Health physician if required.
6. You may be subject to a probationary period. Failure to successfully complete a probationary period may lead to a further probationary period or dismissal.

References

In order to comply with legal and regulatory requirements, your named referees, from whom we collect personal data such as name, role, commencement and termination dates of employment and general indication of your performance, will be used to:

- Assess your skills, qualifications and suitability for the role
- Carry out background and reference checks, where applicable
- Comply with legal or regulatory requirements

In line with our GDPR duties and responsibilities, we have put in place appropriate security measures to prevent your personal information from being accidentally lost, used or accessed in an authorised way, altered or disclosed. In addition, we limit access to your personal information to those employees and other third parties who have a business need to know. They will only process your personal information on our instructions and they are subject to a duty of confidentiality. We have put in place procedures to deal with any suspected data security breach and will notify you and any applicable regulator of a suspected breach where we are legally required to do so.

By completing and signing the application form, you are consenting to the named referees to release a written and/or verbal reference to ourselves.

For further information, we refer you to our Recruitment Privacy Policy, which is available from our website.

Disclosure and Barring Service (DBS)

1. This post is covered by the Rehabilitation of Offenders Act 1974 (Exceptions) (Amendments) Order 1986 and the Criminal Justice and Court Services Act 2000. It is also covered by the Protection of Children Act 1999.
2. A caution or conviction will not necessarily debar you from applying for the post. We will consider any previous offences in accordance with our Equal Opportunities Policy. There are, however, certain offences which will debar you from working with children under the regulations made under the Children's Act, including Schedule 1 offences such as sexual and violent offences. If you require a confidential discussion concerning previous offences before apply for a post you can contact the Principal or the HR Manager at the Academy.

3. At interview, or in a separate discussion, we will ensure that an open and measured discussion takes place on the subject of any offences or other matter that might be relevant to the position. Failure to reveal information that is directly relevant to the position sought could lead to withdrawal of an offer of employment.
4. If an offer of employment is made, you will be required to complete a **Disclosure and Barring Service On-line Application**. On this application you will need to declare **ALL** CAUTIONS, BIND OVER ORDERS & CONVICTIONS. This includes offences which are considered spent for other purposes or that you may believe have been removed from your record. You will need to provide original, valid and in date identification documentation, ideally passport, driving licence and one other proof of ID such as your birth certificate. At least one of these documents must show your current home address.

All information given will be treated as strictly confidential.

The DBS will search Police Force, Department of Health, and Department for Education & Skills records for relevant information. The DBS will send you the original DBS certificate and inform Haberdashers' Abraham Darby of the result of their search. This information will enable the Principal to make his decision on possible employment. You are required to show us, your employer, the original DBS certificate prior to your employment start date. This information is stored on our Single Central Register (SCR).

We undertake to discuss any matter revealed in a Disclosure with the person seeking the position before withdrawing a conditional offer of employment.

If you require further information you can contact the DBS direct by email or telephone, or visit their website: https://www.gov.uk/government/organisations/disclosure-and-barring-service

Email: customerservices@dbs.gov.uk Telephone: DBS Helpline - 03000 200 190

If you do take up employment it is necessary for you to inform the Principal and HR Manager of any cautions, bind overs or convictions you sustain during the subsequent course of your employment. **Failure to do so will lead to dismissal.**

For all employees of Haberdashers' Abraham Darby, Enhanced DBS checks will be renewed every 5 years and all staff are expected to sign an annual Disqualification Safeguarding Declaration Form.

IMPORTANT

WE WILL REPORT ALL PERSONS TO THE RELEVANT AUTHORITIES WHO ATTEMPT TO OBTAIN EMPLOYMENT WHILST THEY ARE DISQUALIFIED FROM WORKING WITH CHILDREN, YOUNG PEOPLE AND/OR VULNERABLE ADULTS.

THE RECRUITMENT PROCESS

WHAT WILL HAPPEN NEXT?

If you are successfully shortlisted for interview, we will contact you on or just after the closing date with details of the interview process and the date of interview.

If you are not shortlisted for interview, we endeavour to always reply individually to every applicant within 28 days of the closing date regardless of the number of applications received.

As a candidate applying for employment with Haberdashers' Adams' Federation Trust and Haberdashers' Abraham Darby you can expect to be dealt with courteously, efficiently and fairly. If, at any stage of the recruitment process, you are unhappy with the way you are treated, or if you have any suggestions as to how we can do better, please do not hesitate to contact the HR Manager/PA to the Principal or the Principal direct.

If you require any help or have any questions about the recruitment process or the position you are applying for, please contact either the HR Manager/PA to the Principal, who will be more than happy to assist you.

If you would like to visit the Academy before the closing date or have an informal discussion with the Principal, please arrange this via the HR Manager/PA to the Principal via email (deborah.tudor@taw.org.uk) or telephone (01952 386002)

Whatever the outcome of your application, thank you for the interest you have shown in working for Haberdashers' Adams' Federation Trust and Haberdashers' Abraham Darby.

Good luck with your application!