



Haberdashers'
Knights Academy

Head of School Recruitment Pack

September 2023



Together, stronger



Haberdashers'
Academies Trust
South

Contents

- Letter from the CEO Page 3
- Letter from our Executive Principal Page 4
- About us Page 5
- Our sponsors Page 6
- Role Description Page 8-9
- Knowledge, Skills and Experience Page 10
- Why Haberdashers? Page 11
- Recruitment process Page 13
- Contact details Page 14



Dear Candidate,

Thank you for your interest in the post of Head of School at Haberdashers' Knights Academy.

We are a Trust of nine schools, all based in South East London, and sponsored by the Haberdashers' Livery Company. 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.

This is a new role to our Trust and one which provides an experienced senior leader with the rare opportunity of working alongside an experienced and successful Executive Principal in leading Knights Academy. This role will be focused on providing operational day-to-day leadership of the school and is perfect for someone considering headship but would like an additional experience and support before taking this important step. This role will enable the current Executive Principal to work strategically in taking the school on the next stage of its' journey, following a successful Ofsted inspection last year, and also support the Trust's development.

In return for your leadership, the Trust will support you in your development. You will be part of our Haberdashers Leadership programme and will be provided with mentoring and coaching to support you in being the best leader that you can be.

You will be joining Haberdashers' Academies Trust South, an organisation deeply committed to excellence. Working alongside our other Principals and senior leaders, you will be an integral part of the Trust, which places school improvement at the heart of its work. Please take a look on our website for more information.

We want the best people to join our Haberdashers' community and 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 would like to speak to me informally about this post, then please do get in touch via my Executive Assistant Yas Affum on y.affum@habstrustsouth.org.uk

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 Head of School. This is a unique opportunity to make a major contribution to the Academy's continued success and to its leadership. We seek to appoint an experienced Vice Principal who will use their proven leadership experience, knowledge to provide day to day operational leadership of the school.

You will be an experienced Vice Principal or Deputy who is looking for more responsibility but not yet ready to be a Principal. The successful candidate will play a key role in developing high quality of education for all pupils, including their personal development and excellent academic. The successful candidate will work closely with me and the wider Knights Academy community in delivering the vision, ethos and values that all pupils at Knights Academy are able to reach their full potential academically, socially and personally, particularly our disadvantaged pupils and those pupils with SEND.

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 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 21 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:	Head of School
Contract type:	Permanent
Salary:	L28 - L32 (£100,672 - £110,108 p.a)
School/ Service:	Haberdashers' Knights Academy
Location:	Launcelot Road, Bromley BR1 5EB
Start Date:	01 January 2024 or sooner

About the role

The Head of School, under the direction of the Executive Principal, will be responsible for providing the day to day leadership and management of Haberdashers' Knights Academy in line with the vision of the trust and manage. In short, this post will have responsibility for the day to day management of the site and all operational matters. The specific detail of this will be discussed at interview and post offer.

This role will be a pivotal one within the school and the Trust and so as well as providing operational leadership, the postholder will model strategic leadership behaviours in support of the Executive Principal.

Duties and responsibilities

Leadership and management of the school

- Line Manage senior and middle leaders (as agreed with the Executive Principal), supporting the development of a culture of excellence across the school. Within this, the postholder is likely to have a specific area of focus, depending on the need of the school and their expertise.
- Support and challenge staff, to support them in being effective in their roles. This includes ensuring that the appraisal and line management process is followed effectively, and overseeing all tier 1 HR matters (keeping the Executive Principal informed). This includes all first stage HR matters.
- Develop a positive Academy learning environment by modelling the Trusts leadership framework for all stakeholders and ensuring that the environment is conducive to learning.
- With the Executive Principal, undertake self-evaluation and school improvement planning alongside the trust-wide strategy to improve priority areas in the school.
- Support with the recruitment of staff and ensure that their induction is well managed and effective, in line with Trust policy.
- Provide training and continuing professional development (CPD) opportunities for all school staff, working with the Director of Professional Learning.
- Identify areas of progression and promotion for staff that support succession planning for the school and the Trust.
- Oversee day to day staffing of the site including staff cover and allocation of resources.
- Have responsibility for the implementation of the behaviour policy in all areas of the school, driving a consistent approach which includes positive learning behaviours in and outside of the classroom. Have oversight of all rewards and sanctions 'below' that of suspension.
- Recommend on PEX and suspensions to Executive Principal.

Role description continued

Teaching and Learning

- Work with leaders and staff to promote high quality teaching across all subjects; taking responsibility for the Quality of Education;
- Identify any areas of weakness in teaching and implement, monitor and review interventions to improve these areas as well as teaching and learning across the school.
- Oversee the school's assessment system so that it provides teachers with useful information about pupils and is aligned with that of the Trust.
- Monitor the outcomes of pupils and draw out any patterns of underperformance in key groups of pupils, such as disadvantaged pupils or pupils with special educational needs.
- Ensure that standards of behaviour are high to foster an environment in which learning can thrive.
- Oversee the implementation of the Habs Advantage and PSHE programme.

Communication

- To be the first point of contact for staff and parents, where appropriate. Dealing with any stage 1 parental complaints.
- Work with the Executive Principal in communicating with the LGB to keep them informed of the performance of the school, giving them what they need to provide support and challenge.
- Help to promote the vision of the Trust modelling it at every opportunity and ensuring that this is reflected in others.
- Attend any relevant LGB meetings, reporting as required.
- Contribute to any reports required for the CEO or board as necessary.
- Take responsibility for all parental events and communications (in liaison with the Executive Principal).

Managing resources

- Contribute to the financial management processes with the Executive Principal.
- Ensure value for money in any delegated financial responsibilities for purchasing and procurement.
- Ensure the efficient and effective use of school resources on a day to day basis.
- Oversee cost centre spending as agreed – for operational matters.
- Oversee PP / SEND spend and associated impact.

Other areas of responsibility

Any other responsibilities deemed reasonable and required by the Executive Principal.

The Head of School will be required to safeguard and promote the welfare of children and young people, and follow school and trust policies

Please note that this is illustrative of the general nature and level of responsibility of the role. It is not a comprehensive list of all tasks expected to be carried out. The postholder may be required to do other duties appropriate to the level of the role, as directed by the Executive Principal.

Support

Our staff are important to us. We know that great people support our young people to be successful. Therefore, Professional Learning is key to our success. As a new leader within the Trust, you will have access to a coach and/or mentor and our Directors of HR and Professional Learning will support you in this. This will be discussed on appointment.

Person specification

Education and Training

- Qualified teacher status
- B.Ed. or degree with PGCE or similar qualification
- Evidence of sustained and relevant professional development
- Successful completion of course such as NPQSL, NPQML (Desirable)
- Leadership Pathways/Leading from the Middle (Desirable)

Experience

- Recent responsibility of being a Vice Principal with proven success in a significant aspect of school improvement
- Experience of successfully leading large teams of staff
- Good first-hand experience of school improvement planning
- Current knowledge and experience of effective assessment practice and pupil tracking systems
- Experience of successfully working with colleagues to improve teaching and learning
- Experience of effectively supporting children with significant barriers to learning to achieve within the context of a mainstream classroom.
- Experience of teaching in more than one Key Stage (Desirable)

Knowledge and Skills

- A proven track record as an excellent classroom practitioner with evidence of sustained good pupil progress
- Experience of implementing strategies to raise standards of teaching in response to data analysis
- Demonstrate a passion for teaching and learning
- In-depth knowledge of curriculum development and pedagogy at all Key stages
- Sound grasp of assessment, recording and reporting
- Ability to maintain high standards of behaviour, attendance and conduct whilst ensuring an ethos of challenge and support for children and parents in order to achieve success
- Able to access, analyse and interpret relevant data and communicate this effectively to staff and Governors in order to facilitate school improvement
- A sound understanding of recent developments in education practice, assessment, appraisal and OFSTED inspections
- An up to date knowledge of child protection procedures and full commitment to safeguarding pupils
- Understanding of how to support children to develop an understanding of themselves as learners and strengthening their attitude to learning

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
- Adaptable to changing circumstances and new ideas
- Approachable and enjoys being highly visible to staff, children and parents
- Energetic, adaptable, enthusiastic and reliable with personal impact and presence
- Self-motivated with a high level of organisational skills and the ability to prioritise workload effectively
- Inquisitive and able to think creatively, solve problems and make decisions based on sound judgement
- Passionate about delivering high quality education to children and their families
- Values diversity and the unique place and contribution every individual makes to the learning community
- Demonstrates professionalism, loyalty and integrity with humour and humility
- Demonstrates a commitment to safeguarding and ensuring the welfare and wellbeing of all pupils in the school

Why Haberdashers?

Joining Haberdashers' Academies Trust South at any point in your career will be a rewarding and fulfilling experience. You will be part of a driven team that spans nine schools and a central services team in South East London and Kent, who are all resolute in their 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

“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:

Wednesday 11th October 2023 at 9am

Interview date:

First stage: Tuesday 17th October 2023

Final Stage: Friday October 20th 2023

Start date: 01 January 2024 or sooner

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
- Student Panel
- 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 centralhr@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.



Haberdashers' Knights Academy

For a confidential discussion about this post or to arrange a visit to our school, please contact Executive Assistant to the CEO, Yas Affum on y.affum@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