



HABERDASHERS' ASKE'S

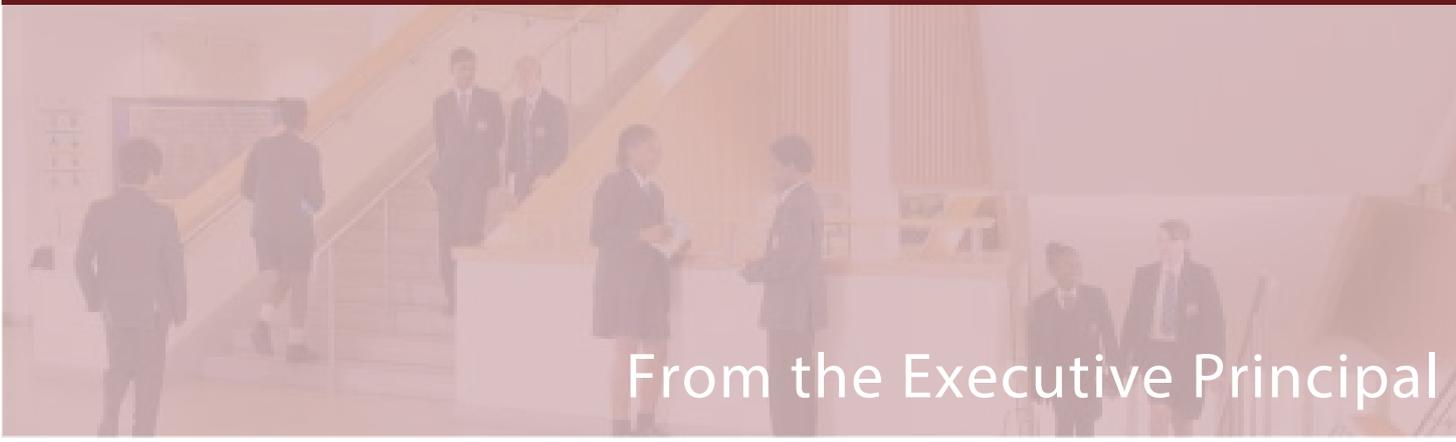
KNIGHTS ACADEMY



2018-19 ASSISTANT PRINCIPAL- SECONDARY- ETAP RECRUITMENT PACKAGE

AN ALL THROUGH
3 - 18 ACADEMY

www.habsfed.org.uk



From the Executive Principal

Dear Applicant,

Thank you for taking the time to find out more about our Executive Talent Acceleration Programme at Haberdashers' Aske's Knights Academy. This is an excellent prospect for the right individual who would like to play a pivotal role within our academy leadership team and across the Federation.

This programme is designed to provide the successful applicant with a two year senior leadership experience within our school along with a professional senior leadership-training package that will draw upon the breadth of experience we can offer as a federation of all-through academies. The expectation is that on completion of the programme the applicant should be ready to transition into a Vice Principal position and thereafter to headship.

This opportunity would suit a senior middle leader or an existing assistant principal who is seeking to broaden and strengthen their leadership experience within a federation of schools that currently provides education for over 5000 children across all phases from nursery to post 16. The successful candidate would take up the position of assistant principal at Haberdashers' Aske's Knights Academy.

I am determined that Haberdashers' Aske's Knights Academy builds upon the excellent judgments of our 'Good' inspection so that it is unequivocally the outstanding school of choice for our community. I am therefore looking for an exceptionally talented leader who will use their proven leadership experience, knowledge and vision to join our successful school. We offer, explicit opportunities to support leaders in their development working alongside peers of the very highest calibre within Knights Academy and from across the Federation. This job offers you an opportunity to showcase your talent and demonstrate your capacity to make a real impact in education.

I firmly believe the distinct Haberdashers' Federation ethos gives those who work in our schools the competitive edge. Working closely with colleagues across our Federation will give you access to first class professional development opportunities in your role. Ours is a culture of high performance plus continuous improvement; one of teamwork and open communication. By working together, we are afforded a distinct advantage in what we are able to offer new staff to the Federation. The opportunity for you to advance your career with us is first class as talent management is a strategic priority.

As one of England's leading federations, we believe it is important to recruit talented individuals who share our vision to be the provider of exceptional education for all our children. We firmly believe that living the distinct Haberdashers' ethos has paved the way for our long lasting success, maximising EYFS, Phonics, KS1, KS2, GCSE and A Level results, enthusiasm for high performance plus continuous improvement; and a culture of teamwork and open communication.

Our commitment to the importance of learning extends to all our staff, we are genuinely a learning organisation. We know that the success of our schools depends upon the quality of the people working within them and that attracting and keeping the best talent is the most effective way to advance a successful federation, so we are committed to investing in you and your future, offering a competitive remuneration and benefits package, providing learning and development opportunities and career promotion.

If you are ambitious to lead a school and are hungry to undergo the development needed to be successful in that role, if you have the skills, abilities and vision that will complement and exceed the strategic plans of the federation; and become an ambassador of our brand, then we would like to hear from you.

Please read through this job application pack, and once you have completed your application form email it to knightshr@haaf.org.uk by 23rd April 2019.

Dr Tesca Bennett
Executive Principal

www.habsfed.org.uk

Knights Academy Recruitment Pack



From the Chief Executive

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. In addition we have our newest secondary school Haberdashers' Aske's Borough Academy due to open in September 2019:

Haberdashers' Aske's Crayford Academy
Haberdashers' Aske's Hatcham College

Haberdashers' Aske's Knights Academy
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 Operations, 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.

Mr Adrian Percival
CEO

www.habsfed.org.uk

Knights Academy Recruitment Pack



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

“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

ETAP Secondary

Our Federation is offering this programme because we believe that the role of school leader is an incredibly important one, and preparation for success in this field cannot be left to chance. We have developed a very clear view about what it means to be a successful school leader and have been actively developing our school leadership programme for a number of years now. This new programme represents a significant investment on behalf of the Federation in developing new talent. We are looking for a small number of people who have what it takes to be head teachers in the very near future. You must have the ambition and desire to make a real difference working in south-east London and to see the opportunities that arise from the challenges you will face. You will be a reflective practitioner; adept at managing yourself and in seeing the learning in the opportunities you will be presented with through this programme.

A central component of the programme is the opportunity to lead a significant whole school improvement project where you will be supported and coached to achieve the best possible outcomes and to draw all the learning from the successes and challenges you face along the way. In addition the programme outline offers: -

- Whole school work across all phases from early years to post 16
- Coaching from the Chief Executive Officer and the principals
- Career Guidance on route towards a deputy headship or a vice-principal post
- Training from leading practitioners
- Work placements at other schools within the federation
- Opportunities to study for a master's qualification or other recognised equivalent post graduate
- Action research projects

Suitability

- This programme would suit a senior middle leader or an existing assistant head or assistant principal who is seeking an opportunity to broaden and strengthen their leadership capacity or an experienced head of a large department or phase. You must be able to demonstrate a proven track record with evidence of the positive impact within your school.

Over all Purpose of the Job

To work with the Senior Leadership Team to ensure the quality of teaching is outstanding, that the school's curriculum is fit for purpose and to lead on whole school initiatives or phase.



Role Description

Key responsibilities

- In the nature of this role, the precise responsibilities will be developed according to the development needs of the individual and the needs of the College/Academy at the time of appointment. However, the responsibilities will include the following:
 - To assist in quality assuring the implementation of the Federation assessment system
 - To lead on whole school initiatives or phase e.g.
 - Professional Learning
 - Pupil Premium Impact
 - Sixth Form Development
 - To contribute to the academy's Quality Assurance programme, including lesson observations, work scrutiny, progress data and the sharing of good practice throughout the academy
 - To impact positively on the quality of teaching across the academy
 - To assist in quality assuring department self-evaluation and action planning processes
 - To work with the Vice Principals in ensuring that the learning environment throughout the College/Academy is conducive to and in keeping with our high expectations
 - Develop external links and partnerships, working with the academy Careers and Transition coordinator to ensure students have a smooth passage between all key stages
 - Promote the use of information & communications technology throughout the subject area to enhance curriculum delivery.
 - Be responsible for health & safety in the subject area; ensuring that department staff are aware of their specific responsibilities for health & safety, within the academy's framework.
 - Promote equal opportunities in the academy.
 - Actively promote the aims and ethos of the Federation and the academy.
 - Support the academy's commitment to the continued professional development of all staff.
 - Undertake any additional duties as may reasonably required by the CEO or Principal.
- Please note that this job description will be subject to reasonable review

Person Specification

Criteria	Essential	Desirable	How identified and assessed*
Education/qualification and training			
Qualified teacher status	✓		AP,I, R, AS
Post graduate level qualification		✓	AP,I, R, AS
Knowledge and skills			
High quality teaching skills		✓	AP,I, R
Commitment to their own spiritual formation and that of pupils		✓	AP,I, R
Strong commitment to school improvement and raising achievement for all	✓		AP,I, R
Ability to remain positive and enthusiastic when working under pressure	✓		AP,AS,I,R
Ability to organise work, prioritise tasks, make decisions and manage time effectively	✓		AP,AS,I,R
Empathy with children	✓		AP,I, R
Experience			
Successful experience of team leadership, either at senior middle leader level, or as an existing senior leader		✓	AP,I,R
Ready to rise to the next challenge in their professional development and is ambitious in looking to progress to headship		✓	AP, AS,I, R
Energetic, enthusiastic and possesses a 'can do' attitude to work	✓		AP,I, R
Proven resilience and is able to remain calm under pressure	✓		AP, I, R
Finds solutions to difficult problems / issues		✓	AS,I,R
Positive role model for all staff and pupils	✓		AP,AS,I, R
Can make a positive contribution to the ethos of the school	✓		AS,I,R
Determined to provide challenge in order to raise standards and tackle complacency where it is seen to exist	✓		AS,I,R
Experience of leading and planning whole school initiatives	✓		AP,AS,I,R
Can provide evidence of successful collaborative work	✓		AP,AS,I,R
Experience of leading/co-ordinating professional development opportunities	✓		AP,AS,I,R

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



Additional Recruitment Information

Recruitment Schedule

- Closing date: 23rd April 2019 12pm
- Interview day 1: 29th April 2019
- Interview day2: 30th April 2019

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 knightshr@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.



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**KNIGHTS
ACADEMY**

AN ALL THROUGH 3 - 18 ACADEMY



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