

# Hampton Gardens

Hartland Avenue, Hampton Gardens, Peterborough, PE7 8HR



**Second in English  
Recruitment Pack  
September 2019**



## Hampton Gardens School

Hartland Avenue, Hampton Gardens, Peterborough, PE7 8HR.

Hampton Gardens is a new 11-19 free school which opened in September 2017 to an initial intake of 180 Year 7 students. When full the school will accommodate 1200 students in years 7-11 and 300 students in Sixth Form. Hampton Gardens is part of the Hampton Academies Trust who also run the highly successful and popular Hampton College.

Required for January 2020:

### Second in English/Acting Head of English (Maternity Cover for the Spring & Summer Terms 2020)

We are looking to recruit an enthusiastic, committed Second in English who will cover our existing Head of English for the spring and summer terms 2020, during a period of maternity leave. This role provides an exciting and unique opportunity to develop the department as the school grows.

#### We welcome applications from candidates who:

- Possess the ability to inspire and motivate, and who have a passion for teaching and learning.
- Have consistently high expectations with the drive to help all students achieve their full potential.
- Are an exceptional team player and who enjoys supporting and working collaboratively with others.
- Have the skill to form positive relationships for learning with all staff, students and parents.
- Share our vision to deliver outstanding education for children and young adults and the commitment to make a difference to outcomes and achievements of students who attend HAT schools.

#### What we can offer you in return:

- A fantastic working environment where students are enthusiastic and want to learn. All our schools have modern buildings, with light and airy classrooms, outstanding facilities and are situated at the heart of the community.
- We value our staff and recognise the importance of providing ongoing training opportunities. As a growing Trust we are also able to offer opportunities for promotion and fresh challenges as new roles arise regularly.
- Our active Staff Wellbeing Group creates an effective channel for staff to be heard, and underpins our commitment to cultivating a supportive working environment which allows staff to flourish and achieve their full potential.
- Our extensive induction programme supports staff every step of the way.
- Full access to the Health Assured Employee Assistance Programme which is designed to help staff deal with any personal or professional problems. Staff have access to free legal advice, medical information, counselling sessions, online self-help tools, factsheets and the wellbeing portal.

For further details please visit the HAT website: <http://www.hamptonacademiestrust.org.uk/jobs/>

Closing date: 9.00am on Wednesday 25 September 2019



## Letter from Head of School

September 2019

Dear Applicant

Thank you for requesting details for the permanent position of Second in English/Acting Head of English at Hampton Gardens.

We are looking to recruit an enthusiastic, committed and resilient practitioner to join the team in leading the school on its journey to becoming an established, outstanding school serving the community of Hampton East and the village of Yaxley. This is a unique and exciting opportunity for those wishing to develop their career in this area of school life in a school which opened in September 2017.

Initially, this position will involve taking on the role of Acting Head of English to cover a period of maternity leave for our current Head of English during the spring and summer terms 2020. The successful candidate will have the exciting and unique opportunity to have a significant input into the development of the English Department as the school grows.

The Second in English will share the Trust's vision that every student will leave Hampton Gardens with excellent academic outcomes and a clear purpose for the next stage of their lives.

The successful candidate will be an inspirational teacher with a proven track record of leading students to achieving outstanding results. They will embrace creativity, innovation and will always be looking for the very best practice in teaching. The Second in English will be required to take a form tutor role and contribute to the wider life of the department and school.

Our recruitment pack gives details of the post, the recruitment process and also the history and development of Hampton Gardens and the Hampton Academies Trust. I hope you will be inspired to apply for this exciting opportunity and look forward to receiving your completed application.

In the meantime, if you have any queries or would like to arrange a visit to the school before the application deadline, please contact our HR Department on 01733 246824.

Yours sincerely

Alastair Greenwood  
Head of School



## Information about Hampton Academies Trust

The **Hampton Academies Trust** was formed in September 2014 when Hampton College became a convertor academy and formed a multi-academy trust. One of the drivers for conversion was to allow us to bid for other local opportunities. In September 2015 following a competitive bid process, we were named by Peterborough City Council and Cambridgeshire County Council as the preferred education provider for the new secondary school in the locality, Hampton Gardens. In March 2016 we were successful in our free school bid which secured a significant amount of capital funding to build the new school and building commenced in January 2016.

This development enables us to provide an excellent education for the children and young people of the area, as well as offering our staff unrivalled promotion and professional development opportunities.

Our vision is to be a locality based, cross-phase MAT. We intend to grow our MAT in the medium term, and have been successful in a free school bid to design and run the primary provision on the new Hampton East development. The Trust's latest new school project, Hampton Lakes Primary School, is due to open in September 2019 to reception children and will be located on the new development to the east of the A15, near Teardrop Lake. The name of the trust reflects our local focus and we have no current plans to expand our operations beyond our local area. We are not a corporate MAT (and do not want to be) and neither are we part of a regional/national chain. Our vision is to retain our 'homegrown' status and manage our growth in a sustainable way. We believe that MAT working can be most successful when you concentrate on what you know best, in the community you are invested in.

## Vision and Values

Our vision as a Trust is to meet the needs of our students and equip them to fulfil their potential.

### We value people:

- Our schools will be welcoming places, at the heart of our community, valuing all people and their talents, beliefs and cultures equally;
- Students will feel safe and respected as individuals at school; they will feel happy to come to HAT schools to learn;
- All staff will feel valued, informed and involved in decision making;
- Parents and carers will feel well informed, and involved in their child's education.
- We recognise families as sources of love and care for their members, and as the basis of a society in which people care for others.

### We value learning:

- HAT schools will provide for high quality teaching and learning, involving challenging and enjoyable activities; this will enable our students to think, and to produce high quality work;
- Our curriculum will cater for a wide range of ability and talent, and will provide students with a broad, general education of the highest quality. We will provide an outstanding choice of extra-curricular activities.



**We value positive behaviour:**

- HAT schools will have a positive ethos, which emphasises respect, responsibility and participation;
- Students will be encouraged to grow spiritually, morally, socially and culturally;
- We will place a high emphasis on maintaining positive relationships with students based on honesty and fairness;
- We will expect all members of the HAT school community to act with courtesy, respect and good manners;
- We will emphasise the pleasure in learning, and we will do our best to make sure that fun is part of the experience for all at HAT schools.

**We value health:**

- HAT schools will promote the importance of healthy living, and we will emphasise its impact on learning;
- In all areas of operation, HAT will stress the importance of healthy eating; students will be encouraged to drink water in most classes;
- All school sites are no-smoking areas at all times;
- We believe that the health and safety of students, staff and visitors are of paramount importance, and they will always be our first considerations;
- We will work with students, parents/carers and relevant external agencies to promote safe travel to and from school;
- In the interest of safety, students will receive clear messages about items that should not be brought onto HAT premises, or on school visits.

**We value leadership:**

- HAT schools will be well governed, managed and led, having excellent relationships with other schools and agencies. Resources will be used effectively to support learning;
- Students will be offered opportunities to show responsibility, and to develop leadership skills.

**We value our community:**

- HAT schools will emphasise the opportunities and responsibilities that life in a large community can bring;
- We will make our facilities available to members of our community for learning and for leisure;
- HAT schools will enhance community life;
- Students will be made aware of the positive roles they can play in our global community;
- Students will learn to respect religious and cultural diversity.

**We value our environment:**

- We will provide an outstanding learning environment: stimulating, colourful and well cared for;
- Students will learn to respect their environment at a local, national and international level.

### **We value the future:**

- We will develop the next generation of citizens and leaders, willing and able to play active roles in their communities;
- We will lead out into the world young people who feel positive about themselves and demonstrate a passion for life, who respect the rights of other people and who are ready to make their mark.

## **Information about Hampton Gardens**

Hampton Gardens is a 11-19 free school, which opened in September 2017, currently there are 210 students in year 7, 210 students in year 8 and 180 in year 9, with a small number of Sixth Form students (47). The school will grow each year until it reaches capacity. When full the school will accommodate 1200 students in years 7-11 and 300 students in Sixth Form.

Hampton Gardens operates its Sixth Form jointly with Hampton College, which is located on a neighbouring site. Students are able to access courses and provision available in both schools. It is planned to expand Sixth Form provision over the coming years with full capacity expected by approximately 2023/24.



### **Hampton Gardens' Facilities**

Hampton Gardens is a brand new school which was handed over to the Trust in August 2017. The state of the art school buildings and grounds include the following design features:

- A full size floodlit 3G all-weather pitch, suitable for a range of sports
- An auditorium for performances and assemblies, with retractable seating
- A stunning double height library/learning resource centre at the heart of the school
- An exceptionally well-equipped Science department, including show laboratories for regional events



- An outside amphitheatre and attractively landscaped grounds for sport and for students to enjoy at break and lunchtimes



Classrooms are airy and light and are all equipped with interactive facilities. The school hall provides an impressive public space, with seating capacity for 400 people; the grounds are attractive and spacious and are utilised well at break and lunchtimes in fine weather.

**Vision and Values:** Since opening the trust's first school, we have emphasised two key themes: 'People' and 'Learning'. We believe that positive working relationships are the key to effective learning, and we work hard to ensure that students and staff feel safe, valued and happy in their work.

### Ofsted

It is the trust's aspiration that all of its schools are, or are working towards being rated as *Outstanding* by Ofsted. We are clear that the expectation for Hampton Gardens is that it should be *Outstanding* from the outset.

**Curriculum Plan:** The curriculum for Key stage 3 is largely the same as that at Hampton College (see prospectus or school website). Over time, Hampton Gardens will offer KS4/5 options which complement Hampton College and allow all trust students access to a wide and stimulating range of courses and extra-curricular opportunities across the two schools. The Sixth Form is run completely collaboratively with Hampton College. Every effort is made to offer a strong extra-curricular programme in a range of areas. There is also an enrichment week at the end of the summer term, which will include the possibility of residential trips abroad and in the UK.

**The School Day:** All lessons are one hour.

8.30am	Morning Registration/Assembly
8.45am	Period 1
9.50am	Period 2
10.55am	<b>Morning Break</b>
11.15am	Period 3
12.20pm	Period 4
1.25pm	<b>Lunch Break</b>
2.05pm	Period 5 (Afternoon Registration)
3.10pm	<b>End of School</b>

**Community:** Hampton Gardens continues to make an important contribution to putting 'heart and soul' into the new Hampton East development, and bringing the community together. We are a venue for learning and leisure and have contracted a third party provider, School Lettings Solutions to co-ordinate and manages our facility lettings. We currently accommodate an extensive number of sporting groups, clubs and community activities. We also work in partnership with Vivacity, who operate a public library and sports centre on our Hampton College campus.



## Curriculum

Below are the details for Hampton Gardens' Key Stage 3 provision.

### Key Stage 3

Students have 25 one-hour lessons each week. The timetable is run over a one-week cycle and the allocations of time to subjects are:

#### National Curriculum Core Subjects

	English	Maths	Science	ICT
<b>Year 7</b>	3	3	3	1
<b>Year 8</b>	3	3	3	1
<b>Year 9</b>	3	3	3	1

#### National Curriculum Foundation Subjects

	Tech	PE	MFL	Drama	Music	RE	Hist	Geog	Art	PD
<b>Year 7</b>	1	2	3	1	1	1	2	2	1	1
<b>Year 8</b>	1	2	3	1	1	1	2	2	1	1
<b>Year 9</b>	1	2	3	1	1	1	2	2	1	1

## Key Staff

### **Al Greenwood - Head of School, Hampton Gardens**

Al Greenwood moved over to join Hampton Gardens in January 2017 in the new role of Head of School. He joined Hampton College as one of the founding members of staff in 2005 and has been a senior leader since 2007. In 2011 he became Deputy Headteacher of Hampton College. He has made an outstanding contribution to Hampton College with particular emphasis upon supporting learners to achieve to the best of their ability. Al leads Hampton Gardens School on a day to day basis, as well as developing the strategic direction of the school.

### **Sharon Gilligan - Deputy Head of School, Hampton Gardens**

Sharon Gilligan took up the post of Deputy Head of School in September 2018. Sharon has worked in Peterborough for over twenty years. Previously Sharon work as an Assistant Headteacher in a local school, supporting students to achieve the best possible outcomes. In her new role, Sharon will have overall responsibility for students' welfare and wellbeing.

### **Helen Price - Executive Headteacher, Hampton Academies Trust**

Helen has been at HAT's first school, Hampton College, since it opened in 2005. She was the school's original Deputy Headteacher and took over as Headteacher in 2011. In 2014 when the school converted into a multi-academy trust, Helen became the Executive Headteacher. In January 2017 Helen relinquished the day to day running of Hampton College and moved across full time into her trust role.



## The Department

The role of the English Department is to work hard to ensure that all students feel safe, secure in their learning striving to achieve academic excellence. The ethos is such that there will be a continuous drive for improvement and as a result we will continuously evaluate and develop the pastoral provision during the school's expansion over the coming years.

The team currently consists of one Head of Department reporting directly to the Deputy Head of School and an upper scale Teacher of English and a main scale Teacher of English. Alongside this we will have a team of teaching assistants who will help students with specific SEND requirements so that they can remain in a mainstream classroom. The department will expand over coming years to cover teaching requirements as student numbers increase.

The school offers a wide range of extra-curricular music opportunities these include lunch clubs, school choir, private lessons and school performances in conjunction with the Dance teacher.

The English Department will work closely with all other departments and the SENCO, they will be quick to support, as well as intervene where necessary. The department will have a real interest in driving and embedding our RECIPE for successful learning across the school. The team will be committed to provide outstanding pastoral care, guidance and support to ensure that each child achieves optimum progress in all their subject areas.

## Safer Recruitment

Hampton Academies Trust is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. The successful applicant will require an enhanced disclosure from the Disclosure & Barring Service.

For more information please refer to:

[Hampton Gardens: Safeguarding and Child Protection Policy](#)

[HAT: Recruitment & Selection Policy & Procedure](#)

## Equality & Diversity

The Governing Body of Hampton Academies Trust is committed to promoting equality of opportunity for all staff and job applicants. We aim to create a supportive and inclusive working environment in which all individuals are able to make best use of their skills, free from discrimination or harassment, and in which all decisions are based on merit.

We do not discriminate against staff on the basis of age; race; sex; disability; sexual orientation; gender reassignment; marriage and civil partnership; pregnancy and maternity; religion, faith or belief. (Equality Act 2010 protected characteristics). The principles of non-discrimination and equality of opportunity also apply to the way in which staff and Governors treat visitors, volunteers, contractors and former staff members.

For further information please refer to the school's [Equality & Diversity Policy \(Staff\)](#).



## Promotion Opportunities

As an expanding trust there are permanent posts and opportunities for promotion which arise regularly.

## Applications

Please download an application form from the school website:

[www.hamptonacademiestrust.org.uk/jobs/](http://www.hamptonacademiestrust.org.uk/jobs/)

Please complete an application form, and also enclose a letter of application outlining how your skills and experience meet the requirements of the person specification. Applications should be sent to:

HR Department  
Hampton Gardens School  
Hartland Avenue  
Peterborough  
PE7 8HR

Tel: 01733 246820 ext 102

OR apply by e-mail to [jobs@hamptonacademiestrust.org.uk](mailto:jobs@hamptonacademiestrust.org.uk)

**Application Closing Date: 9.00am on Wednesday 25 September 2019**



## Job Description

<b>POST TITLE:</b>	Second in English
<b>GRADE:</b>	TLR 2b
<b>MAIN PURPOSE:</b>	To support the Head of Department in the organisation and delivery of English to all students, and the professional support of staff to this end.
<b>RESPONSIBLE TO:</b>	Head of Department
<b>RESPONSIBLE FOR:</b>	<ul style="list-style-type: none"><li>• Deputising for the Head of Department in his / her absence</li><li>• Areas of leadership and management within the department, which will be agreed on an annual basis with the Head of Department.</li></ul> <p>SLT Line Manager will monitor the areas of responsibility allotted to the Second in Department to ensure comparability with holders of similar posts. The areas will largely be drawn from the accountabilities listed below though this is not intended to be an exhaustive list</p>
<b>RELATIONSHIPS WITH:</b>	<ul style="list-style-type: none"><li>• Heads of Department</li><li>• SENCo</li><li>• Finance Director / Support Staff</li><li>• LRC Co-ordinator</li><li>• Staff Working Groups</li><li>• Primary Schools</li><li>• Partner schools</li><li>• Governors</li><li>• LA Inspectors and Advisors</li></ul>

### ACCOUNTABILITIES (Examples)

#### **Curriculum:**

To take the lead in organising provision of the KS3 curriculum in English.

- To develop or revise KS3 schemes of work, or part thereof, according to the National Curriculum and based on school policy.
- To advise the Head of Department on appropriate KS3 timetable requirements for the department.
- To take responsibility for provision for KS3 More Able and Talented, Disadvantaged, Pupil Premium and other key 'groups' of students within the department.
- To take responsibility for liaison with partner primary schools.
- To take responsibility for gender issues in curriculum planning to ensure that the work of the department is enjoyed by boys and girls in equal measure.



- To ensure that curriculum, resources and practices in the department comply with the school policy on equal opportunities.
- To ensure that the department's curriculum contributes to the spiritual, social, moral and cultural education of students.
- To ensure that the department's curriculum relates to the world of work, and that students are made aware of the relevance of what they are studying to life after school.

#### **Resources:**

- To be responsible for ensuring that the necessary resources for teaching and learning are provided to staff in the department, and to liaise with the Librarian in this respect.
- With the Head of Department, to be responsible for a budgetary submission, monitoring and general resource management of the curriculum area.
- To liaise with the Head of Department over the deployment of staff, and the allocation of students to appropriate groups.

#### **Assessment Recording & Reporting:**

- To draw up a Departmental Assessment Scheme and to monitor that it is properly observed.
- To ensure that teachers keep accurate records of assessments which comply with school policy, and national curriculum requirements.
- To monitor effective reporting to parents by teachers in the department.

#### **Management**

- To offer constructive, critical appraisal of teaching styles and methods and to promote high teaching standards and quality.
- To play a role in performance management of colleagues in English as directed by the Head of Department.
- To mentor NQTs or ITT students in the department.
- To monitor some elements of the work of the department, and to report findings to the Head of Department, and then act upon them.
- To monitor teaching rooms and their appearance and ensure the highest possible standards of working conditions together with relevant displays of work.
- To support teachers in effective classroom management and the management of student behaviour according to the school's philosophy, policy and expectations.
- To support the Head of Department in maintaining a departmental handbook based on school policy & practice.
- To ensure that the department makes best use of the opportunities provided in terms of liaison with the wider community.
- To ensure the department complies with school policy on Health and Safety.

#### **Professional Development**

- To encourage the professional development of all colleagues within the curriculum area, particularly new entrants to the profession, new teachers and student teachers.
- To advise the Inset Co-ordinator on the professional development of staff and co-ordinate the INSET programme for your area of the curriculum in line with the Curriculum Area Development Plan and the School Development Plan.
- To assist and advise in the selection of new staff.



## Person Specification

**POST TITLE:** Second in English

### THE PERSON:

We are looking to appoint an outstanding teacher and one who would be expected to teach across all age ranges and abilities. You will be expected to contribute to the continued development of the Department's curriculum. You should be able to communicate effectively with students and colleagues as well as having good organisational skills.

You should be a reflective practitioner, interested in developing your practice and trying out new strategies in your teaching. You will already be, at least, a fairly good user of ICT, and happy to learn more. Above all, we wish to appoint an imaginative and enthusiastic teacher, who will be keen to work alongside a team determined to create an excellent department.

It is important that students have the opportunity to extend their interest and enthusiasm for English by taking part in extra-curricular activities, visits and competitions. We would welcome any contribution you could make to these activities at Hampton Gardens.

You will have a passion for working with young people and you will relish the satisfaction that comes from helping them to develop and to learn. The successful candidate will be an important part of the department and can expect the support needed to develop his/her career further

	<u>Essential</u>	<u>Desirable</u>
<u>Qualifications</u>	<ul style="list-style-type: none"><li>• Relevant 'A' levels (or equivalent) and Degree</li><li>• Qualified Teacher Status or PGCE Pass (or equivalent)</li></ul>	<ul style="list-style-type: none"><li>• Good Honours degree (2.1 or better)</li><li>• Ability to teach at KS5</li></ul>
<u>Experience</u>	<ul style="list-style-type: none"><li>• Successful teaching record which demonstrates high standards and the ability to raise attainment</li><li>• Experience of teaching a wide range of abilities</li></ul>	<ul style="list-style-type: none"><li>• Currently working or training in UK state secondary school</li><li>• Relevant 'life experience' e.g. time working in business or industry</li></ul>
<u>Knowledge and understanding</u>	<ul style="list-style-type: none"><li>• The theory and practice of providing effectively for the individual needs of all children (e.g. classroom organisation and learning strategies);</li><li>• Statutory National Curriculum requirements at the appropriate key stage;</li><li>• The monitoring, assessment, recording and reporting of pupils' progress;</li></ul>	

	<ul style="list-style-type: none"> <li>• The statutory requirements of legislation concerning Equal Opportunities, Health &amp; Safety, SEN and Child Protection;</li> <li>• The positive links necessary within school and with all its stakeholders;</li> <li>• Effective teaching and learning styles.</li> </ul>	
<b><u>Skills</u></b>	<ul style="list-style-type: none"> <li>• Ability to use innovative, active teaching methods</li> <li>• Ability to use ICT as a learning/admin tool</li> <li>• Effective communication skills, written and verbal</li> <li>• Good organisational skills</li> </ul>	<ul style="list-style-type: none"> <li>• Commitment to offering effective extra- curricular activities</li> </ul>
<b><u>Personal Characteristics</u></b>	<ul style="list-style-type: none"> <li>• Approachable</li> <li>• Committed</li> <li>• Enthusiastic</li> <li>• Able to motivate self and others</li> <li>• Calm under pressure</li> <li>• Well-organised</li> </ul>	
<b><u>Safeguarding Competencies</u></b>	<ul style="list-style-type: none"> <li>• Demonstrates empathy for the concerns of others</li> <li>• Shows respect for other's feelings, views and circumstances</li> <li>• Seeks and uses professional support appropriately</li> <li>• Can demonstrate flexibility of approach</li> <li>• Shows a personal commitment towards safeguarding children</li> </ul>	