



**Haberdashers'**  
Hatcham College

# Assistant Principal Recruitment Pack

2024



Together, stronger



**Haberdashers'**  
Academies Trust  
South

# Contents

• Letter from our CEO	Page 3
• Letter from our Executive Principal	Page 4
• About us	Page 5
• Our sponsors	Page 6
• Role Description	Page 7
• Person Specification	Page 9
• Why Haberdashers?	Page 12
• Recruitment process	Page 14
• Contact details	Page 15



Dear Candidate,

Thank you for your interest in this post.

We are a Trust of nine schools, all based in South-East London. 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.

Having joined the Trust as CEO in September 2020, I am excited by the steps we have taken together and the future ambitions we have set.

We are a Trust with great potential, and three key strategies guide our success – all of these can be found on our website and within this recruitment pack. At the heart of these is our School Improvement Strategy but we know we will not be successful without great people and a secure infrastructure. Therefore, our People Strategy (which includes our EDI and well-being strategy) and our Business Sustainability are integral to our core business.

Our scale of expertise and leadership gives us the capacity to achieve great things. It is this capacity which will allow us to take on new challenges and allow our staff to become the best version of themselves.

We want the best people to join our Haberdashers' community and we 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.

I look forward to hearing from you.

Jan Shadick  
Chief Executive Officer  
Haberdashers' Academies Trust South



Dear Candidate,

Thank you interest in the post of Assistant Principal at Haberdashers' Hatcham College- the founding school in Haberdashers' Academies Trust South.

Hatcham College is a wonderful school in which students develop into young adults, with all the choices that their education has provided them. Academic achievement is our core purpose, but no less important is the development of characteristics and values that enable Hatcham alumni to reach their full potential and then go out into the world to effect positive change.

We have the highest of expectations for all our students. This enables us to focus on developing the currency (examination results), character and confidence that they will need to navigate adulthood to find their place in the world.

Students at Hatcham College have an environment with very clear and strict boundaries. This creates an environment that is safe and learning takes place without disruption. Students are rewarded for effort, resilience and making positive choices. Aspiring to be the best that you can be is at the heart of all we do.

At Hatcham College we believe that it is incredibly important for all students to achieve their academic potential, however a good education is much more than that. We believe that these transferable skills are needed for a successful future, whatever career path students choose to pursue.

We want the best people to join our Haberdashers' community and we 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 informally about this post or would like to arrange a visit to the College, then please do get in touch with me via my Executive Assistant, Kathy Wheble [k.wheble@habstrustsouth.org.uk](mailto:k.wheble@habstrustsouth.org.uk) I look forward to hearing from you.

**Katie Scott**  
**Executive Principal**  
**Haberdashers' Hatcham College**



# 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](https://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](http://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](http://www.templegrove.org.uk)

# Role Description

<b>Job Title:</b>	Assistant Principal
<b>Contract type:</b>	Permanent
<b>Salary:</b>	£74,827-£85,217 (L12-L18)
<b>School/ Service:</b>	Haberdashers' Hatcham College
<b>Location:</b>	SE14 5SF
<b>Hours per week:</b>	Part-time or full-time hours considered
<b>Accountable to:</b>	Executive Principal

## Key Responsibilities

- **About the role**
- The core purpose of this Assistant Principal post is to contribute to the continuing development of Haberdashers' Hatcham College. You must have the ambition and desire to make a real difference to the life chances and choices of young people in South-East London, by improving the academic outcomes and the educational experience of our students.
- This key position is responsible for ensuring that pupils achieve their maximum potential by them being ready to learn; for them to develop independence; and to demonstrate resilience and enthusiasm for their learning. You will work within the Senior Leadership Team raising standards across College life, developing the curriculum, well-being and discipline of our students.
- The role will also involve liaising with parents, carers, pupils to ensure that all students benefit from the wide range of opportunities afforded to Hatcham College students. To ensure an inclusive ethos and a supportive transition of students between key stages (and sites). If you are keen to lead change and improvement, and are hungry to undergo the development needed to be successful in this role, and you have the skills, abilities and vision to become an ambassador within our college, then we would like to hear from you.
- **Professional Development**
- Our staff are important to us. We know that without great staff, our children will not be as successful. Therefore, professional development is key to our success. We enable staff to participate in a number of internal and external professional learning and support any relevant professional coaching and/or leadership development
- **Key Responsibilities of the role**
- **Pastoral and Behaviour Management**
- To promote excellent attendance and punctuality of students by working with tutors, teachers , students and families
- To promote high standards of dress code of students by utilising inclusive strategies.
- To lead on student leadership and student voice within your Key Stage
- To lead on the analysis of student behaviour and reward data
- To lead on celebrating student achievements
- To be aware of and assume the appropriate level of responsibility for safeguarding and promoting the welfare of young people and to report any concerns in accordance with the College's safeguarding policies
- To challenge and correct any behaviours that are not in accordance with College policy
- To provide accurate information for parents as directed by the College and department policy and to attend parents' evenings and other presentation meetings as directed General Responsibilities

# Role Description

<b>Job Title:</b>	Assistant Principal
<b>Contract type:</b>	Permanent
<b>Salary:</b>	£70,926-£80,775 (L12-L18)
<b>School/ Service:</b>	Haberdashers' Hatcham College
<b>Location:</b>	SE14 5SF
<b>Hours per week:</b>	Part-time or full-time hours considered
<b>Accountable to:</b>	Executive Principal

## • Quality of Education

- To be an excellent role model for all staff in all aspects of classroom practice
- To help to ensure that all the students are able to learn and make exceptional progress
- To lead improvements in teaching and pastoral care across the College
- To lead and monitor the quality of education delivered in assembly and tutor time by your team of tutors
- To support in the delivery of a rigorous and engaging PSHCE curriculum
- To ensure that assessment and moderation processes lead to excellent learning for students, and meet all statutory and other requirements
- To support a collegiate culture in which dialogue about teaching and learning amongst school staff helps drive standards
- To set rigorous targets for assigned curriculum areas, support staff in achieving them and challenge underperformance where necessary
- To support professional learning by attending sessions, meetings and forums as required so that staff can learn from one another
- To work in partnership with colleagues to review the availability and use of resources
- To support the department leaders with arrangements for classes requiring cover in your Key Stage for minimal disruption to pupil learning

## • Professional Standards

- To have high standards of professionalism, evaluation and attendance
- To model the professional standards that are expected in all colleagues
- To teach a timetable commensurate with the position and responsibilities
- To work within the College and Federation framework with regard to health and safety
- To promote equal opportunities in the College
- To actively promote the aims and ethos of the Trust/College
- To support the College's commitment to the continued professional learning of all staff
- To contribute to the ethos of the school as a caring, supportive institution in which students progress is one of our key priorities
- To undertake any additional duties as may reasonably be required by the Executive Principal

## • Leadership

- To support members of the staff in maintaining high standards of delivery and discipline across the College
- To share in and support the leadership of the College and to bring out the potential for leadership in others
- To challenge and support others in developing professionally, both formally and informally
- To assist in pupils' behaviour and learning and quality assure through a range of practices
- To act as a coach and/or line manager to staff where appropriate and to organise induction and regular training
- To help lead the College through external accreditations where appropriate
- To ensure own continuing professional development including attending training opportunities.
- To organise and lead staff training and workshops for parents/carers as appropriate
- To work within the SLT to present an accurate and coherent account to the College's performance to a range of audiences, enabling them to play their part effectively
- To be able to stimulate students and colleagues through a positive, active and supportive attitude
- To work with other members of HLT to support and organise assemblies and events
- To rigorously monitor the impact of improvement strategies and refine as appropriate .

# Person specification

Criteria	E S S E N T I A L	D E S I R A B L E	HOW IDENTIFIED AND ASSESSED  AP - Application AS - Assessment I - Interview P - Presentation R - References
<b>Education / Qualification and Training</b>			
<ul style="list-style-type: none"> <li>A good Honours graduate degree with QTS</li> </ul>	√		AP, AS, R
<ul style="list-style-type: none"> <li>Further accredited study such as working towards senior leadership qualification</li> </ul>		√	AP, AS, I ,R
<ul style="list-style-type: none"> <li>Evidence of commitment to your own professional development</li> </ul>	√		AP, AS,R
<b>Experience</b>			
<ul style="list-style-type: none"> <li>A varied and successful teaching experience in the secondary sector within a diverse environment</li> </ul>	√		AP, AS, I, P, R
<ul style="list-style-type: none"> <li>Outstanding pupil outcomes for your own teaching group(s) over a three-year period</li> </ul>	√		AP, AS, I, P, R
<ul style="list-style-type: none"> <li>Proven record of raising attainment through line management of subjects/faculties/year groups</li> </ul>	√		AP, AS,I ,P ,R
<ul style="list-style-type: none"> <li>Evidence of using student data to drive standards in learning, experience and student progress</li> </ul>	√		AS, I, P, R
<ul style="list-style-type: none"> <li>Involvement in the formulation, implementation and progression of student improvement plans at middle or senior level</li> </ul>	√		I, P , R
<ul style="list-style-type: none"> <li>Experience of successfully raising academic or pastoral achievement with high outcomes</li> </ul>	√		AP, AS, I, P ,R
<ul style="list-style-type: none"> <li>Working with middle leaders to develop their effectiveness</li> </ul>	√		AP, AS, I, P, R
<ul style="list-style-type: none"> <li>Experience of increasing recruitment of students</li> </ul>		√	
<b>Knowledge and Skills</b>			
<ul style="list-style-type: none"> <li>A strong vision for teaching and learning and experience of implementing successful strategies and measuring their impact</li> </ul>	√		AP, AS, I, P, R
<ul style="list-style-type: none"> <li>A strong ability to support post holders and other staff in their understanding of how to lead and manage their areas of expertise or responsibility effectively</li> </ul>	√		AP, AS, I, P, R
<ul style="list-style-type: none"> <li>Familiarity with using data tracking systems e.g 4matrix,Arbo,ALPS etc or equivalent</li> </ul>	√		AP, AS, I, P
<ul style="list-style-type: none"> <li>Knowledge of different approaches to behaviour management and pastoral care in Secondary Schools</li> </ul>	√		AP, AS, I, P
<ul style="list-style-type: none"> <li>Experience of coaching or mentoring others to develop their knowledge of teaching and learning</li> </ul>	√		AP, AS, I, P, R
<ul style="list-style-type: none"> <li>Knowledge of effective pedagogical strategies to improve teaching and learning (e.g. Rosen shine's Principles of Instruction)</li> </ul>	√		AS, I, P, R

# Person specification

Criteria	E S S E N T I A L	D E S I R A B L E	HOW IDENTIFIED AND ASSESSED  AP - Application AS - Assessment I - Interview P - Presentation R - References
<ul style="list-style-type: none"> <li>Successful experience of designing (or contributing towards), implementing, evaluating and improving tutor time, assembly programmes and enrichment</li> </ul>	√		AS, I, P, R
<ul style="list-style-type: none"> <li>Experience of how to effectively use data tracking and assessment to provide appropriate support and challenge for students across all key stages</li> </ul>	√		AP, AS, I, P, R
<ul style="list-style-type: none"> <li>Knowledge of a wide range of successful intervention and assessment strategies for pupils at Key Stages 3, 4 and 5</li> </ul>	√		AP, AS, I, P, R
<ul style="list-style-type: none"> <li>Ability to monitor, review and evaluate against current Ofsted criteria</li> </ul>	√		AS, I, P, R
<ul style="list-style-type: none"> <li>Knowledge of current educational issues including developments in the sphere of public examinations, careers and university entrance</li> </ul>	√		AP, AS, I, P, R
<b>Professional Standards/Other Requirements</b>			
<ul style="list-style-type: none"> <li>High expectations of students, colleagues and yourself</li> </ul>	√		AP, AS, I, P, R
<ul style="list-style-type: none"> <li>Excellent team working skills</li> </ul>	√		AP, AS, I, P, R
<ul style="list-style-type: none"> <li>The ability to motivate and inspire others: both colleagues and students</li> </ul>	√		AP, AS, I, P, R
<ul style="list-style-type: none"> <li>A considerable work rate and high degree of administrative efficiency</li> </ul>	√		AP, AS, I, P, R
<ul style="list-style-type: none"> <li>Strong ICT skills</li> </ul>	√		AP, AS, I, P, R
<ul style="list-style-type: none"> <li>Excellent interpersonal and communication skills (e.g. use of positive language)</li> </ul>	√		AP, AS, I, P, R
<ul style="list-style-type: none"> <li>Ability to remain calm under pressure and demonstrate sound judgement</li> </ul>	√		AP, AS, I, P, R
<ul style="list-style-type: none"> <li>Ability to work under pressure, meet deadlines, and establish positive relationships with students, parents, governors, staff and outside agencies</li> </ul>	√		AP, AS, I, P, R
<ul style="list-style-type: none"> <li>Strong 'presence' and ambassadorial skills</li> </ul>	√		AP, AS, I, P, R
<ul style="list-style-type: none"> <li>Commitment to the promotion of diversity, inclusion, equal opportunity and equal treatment</li> </ul>	√		AP, AS, I, P, R
<ul style="list-style-type: none"> <li>Sense of humour</li> </ul>	√		I, P, R
<ul style="list-style-type: none"> <li>Willingness to support human values of democracy, rule of law, Individual liberty, integrity and mutual respect.</li> </ul>	√		AP, AS, I, P, R
<ul style="list-style-type: none"> <li>Willingness to support and promote the Haberdashers' Advantage</li> </ul>	√		AS, I

“My recent appointment onto the Executive Teaching Assistant Principal (ETAP) course to become Assistant Principal has been a very proud moment. That’s shown the faith the Head Teacher has in me and the support and development I have had at my time at Knights.

No single person has the right answer and therefore we are able to draw upon one another’s expertise to work together for the best interest of the pupils.”

Dan Portsmouth, Assistant Principal  
Haberdashers’ Knights Academy

“ I applied to Haberdashers because it’s always been one of those prestigious schools and I just wanted to be a part of the Trust.

There is always somebody here to support you, to push you, to drive you and we all share the same goal – to provide a good education for all the children that come to our schools”

Emily Gyimah, Executive Principal  
Haberdashers’ Hatcham Primary

# Staff Benefits

At Haberdashers' Academies Trust South, we believe that investing in our staff is crucial for our success. That's why we offer a range of benefits that cater to your professional growth, well-being, and financial security.

Here are some of the benefits you can expect when you join us:

**Perkbox:** Our cutting-edge reward and benefits platform empowers you to acknowledge your colleagues' accomplishments through its celebration tool. You can gain flexi and reward points, which can be redeemed at various high street and online retailers for treats and every day essentials. Additionally, you have the option to make charitable donations.

**Pension Scheme:** (eligible and enrolled participants): From 1 April 1 2024, for teachers, the Trust will contribute 28.68% to your pension fund. Support Staff will receive a 19.80% contribution to their pension pot from the same date.

**Professional Learning:** Our dedicated team at Habs Institute for Professional Learning is devoted to nurturing your professional growth. We offer excellent training opportunities for all staff throughout the year and provide partial funding for qualification pursuits.

**Employee Assistance Program (EAP):** Our EAP encompasses a 24-hour, free, and confidential counselling service. It includes access to online cognitive-behavioural therapy and management consultations to support Line Managers.

**Well-being:** Enjoy complimentary access to the award-winning Headspace app, along with free mindfulness courses to enhance your overall well-being.

**Staff Development:** Explore secondment opportunities within the Trust or external organisations, providing valuable experiences for your professional development.

**Ride to Work and Cycle to Work Schemes:** Take advantage of substantial discounts through tax allowances for either purchasing a bike or opting for bike hire, promoting a healthier and more sustainable commute.

**Season Ticket Loans:** Enjoy discounted annual travel fares through our salary-deductible Season Ticket Loan and save on your travel overall.

We are committed to helping you thrive in your career and personal life. Join our team and enjoy the benefits of working with a supportive and forward-thinking organisation.

Why Haberdashers?

# Staff Incentives

We know that staff are our greatest asset in achieving our vision for every school to be an excellent school and for our children and young people to flourish and succeed.

To incentivise like-minded and talented people who care about the work we do at the Trust, to join us and stay with us, we have recently introduced :

## Talent Connect Bonus

Refer a friend or connection to apply for a role at the Trust and receive a £300\* bonus when they successfully complete their probation period.



## Welcome Reward

Those employed in 'hard to fill' roles to receive a Welcome Reward of £500\* after successfully completing their probation period.



## Milestone Appreciation Award

Long-serving members of staff to receive a £500\*\*\* reward and congratulatory letter from the CEO for reaching 5, 10, 15, 20 and 25-year anniversaries with the Trust.



Why Haberdashers?

\* subject to tax and National Insurance contributions, and other terms and conditions. Some Lead leaders will be exempt from receiving the Talent Connect Bonus.

“I really enjoy being able to make an impact on the different aspects of school life. If you want to apply, then you should just give it a go. There is so much opportunity for growth here.

Adaze Oliseneku, Graduate Business Operations Trainee,  
Haberdashers' Borough Academy

“ Working in the Trust and in this job, I just love it. I love everything about it. There are so many opportunities in the Trust for growth and expansion”

Edna Asamoah, Data Manager  
Haberdashers' Hatcham College





## Recruitment process and additional recruitment information

**Closing date:** 15/11/2024.

**Interview dates:** 28-29/11/2024.

**Start date:** TBC

### **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
- A presentation
- A panel Interview

### **Special Requirements:**

If you require reasonable adjustments prior to your interview, these can be arranged by emailing [federation@haaf.org.uk](mailto:federation@haaf.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 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' Hatcham College

For a confidential discussion about this post  
or to arrange a visit to our school, please  
contact the office on 020 7652 9510 or email  
[hatchamhr@habstrustsouth.org.uk](mailto:hatchamhr@habstrustsouth.org.uk)

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Thank you for your interest in  
Haberdashers' Hatcham College.  
We look forward to receiving your  
application.

[www.habshatcham.org.uk](http://www.habshatcham.org.uk)

Haberdashers' Hatcham College  
Pepys Road, London SE14 5SF