



Haberdashers'  
**ABRAHAM DARBY**

Confident - Calm - Caring

# **Candidate Information Pack**

## **Assistant Vice Principal**

### **Science**

**Required from January 2022**

**Closing Date: Monday 27<sup>th</sup> September 2021**

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



September 2021

Dear Applicant

Thank you for your interest in the **Assistant Vice Principal - Science** post at Haberdashers' Abraham Darby. Salary will be paid on the leadership scale, and is negotiable depending on experience.

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

We are seeking to appoint an ambitious and talented teacher with a proven track record of securing successful student outcomes across all key stages. The Assistant Vice Principal Science will possess the key leadership qualities necessary to develop professionals, inspire young people and contribute to school improvement as part of the of the extended Academy Senior Leadership Team.

Applications are welcome from scientists of all disciplines.

The successful candidate will:

- Have vision, energy and enthusiasm for learning and teaching
- Be proactive, innovative and focused on student outcomes
- Be an aspiring, ambitious leader with excellent communication and interpersonal skills
- Have a proven track record of raising and maintain standards and securing high quality provision
- Join the extended Senior Leadership Team
- Undertake wider strategic and operational responsibilities, depending on experience.

**If you are looking to develop your career, have a passion for working with young people, believe you can impact upon colleagues and possess the energy, determination and desire to 'make a difference', this may be the opportunity you have been looking for!**

A commitment to extra-curricular and curriculum enrichment activities is essential.

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

In making your application, please submit:

1. The completed teaching application form,
2. A brief Curriculum Vitae (optional),
3. A supporting letter/statement describing:
  - a. the skills and experiences you would bring to this post,
  - b. how you would contribute to raising achievement, and
  - c. the contribution you would want to make to the 'wider life' of the Academy.

I look forward to receiving your completed application by **3.30pm on Monday 27<sup>th</sup> September 2021**. Applications should be returned electronically to the HR Manager / PA to the Principal, Debbie Tudor, via email to [deborah.tudor@taw.org.uk](mailto:deborah.tudor@taw.org.uk).

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

Informal discussions about the role and a visit to the school are warmly welcomed. Please arrange this by contacting the Principal, Mr L Hadley via email [lee.hadley@taw.org.uk](mailto:lee.hadley@taw.org.uk) or by calling the school number above.

Yours faithfully

A handwritten signature in black ink, appearing to read 'L J Hadley', with a stylized flourish at the end.

**Mr L J Hadley**  
**Principal**

## SCIENCE DEPARTMENT

Haberdashers' Abraham Darby is fully committed to the delivery of high quality teaching and learning which promotes engagement, enjoyment and achievement for each pupil in every subject. We offer our pupils a variety of pathways to ensure that each pupil has an individualised curriculum with the ability to achieve their potential.

### THE SCIENCE DEPARTMENT

The department is very well equipped with five laboratories, a dedicated science demonstration / ICT room and two demonstration classrooms. All rooms are equipped with interactive white boards and computers with a wide range of appropriate software. The department possess a good range of practical apparatus, including data logging apparatus and software. This allows practical activities and investigations to take place which broaden the learning experiences offered to students.

The Science teachers are supported by 2 full-time Science technicians (one being the Senior Science technician). We are a strong, supportive team who strive to deliver interesting and motivating learning experiences to the students in our care. Lessons show pace, variety and challenge. Within Science, emphasis is placed on the development of scientific knowledge and skills and their practical application. Students are encouraged to apply this knowledge by solving problems creatively.

We follow our own schemes for KS3 which cover the National Curriculum and Edexcel Triple and Combined specifications at KS4. At KS5 we currently deliver A Level courses in Biology, Chemistry and Physics, we also offer a Level 3 BTEC in Applied Science. The numbers of students applying to do post 16 courses has steadily increased over the last two years. Many of our students who are reading a science based subject at university, have been supported by Axel Noble scholarships from the Worshipful Company of Haberdashers.







## Information on Haberdashers' Abraham Darby

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

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

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

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

**Extra-Curricular:** The Abraham Darby music department has a very successful music tradition, which goes back well over 40 years and has ensured that the Academy has become one of the country's leading education establishments for musical opportunity for its students. It has a high reputation within the youth music world. Both the Academy's Showband and Jazz Band have performed in the Schools Music for Youth Proms at the Royal Albert Hall in 2016 and 2017 and the Showband is the highest ranked school wind band in the UK. We also place considerable emphasis on Sport: we are one of the few state schools in the country that has an extensive rugby and netball Saturday fixtures list. From September 2022 onwards, we will be offering Sporting Aptitude places for New Year 7 pupils. This is in addition to the Musical Aptitude places already on offer each year.



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

## **Job Description**

### **Assistant Vice Principal – Science**

#### **Overall Job Purpose and Responsibilities:**

##### **Assistant Vice Principal**

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

##### **Specific Science Responsibilities**

1. Support the Head of Department to maintain high standards of student attainment and achievement within the science curriculum area
2. Support the Head of Department to secure an inspirational and progressive Science curriculum and robust assessment procedures which meet the needs of the learners and delivers outstanding outcomes across the key stages
3. Support the Head of Department to actively monitor, track and implement appropriate interventions to secure outstanding progress for all students
4. Keep abreast of national developments in the Science curriculum
5. Support the Head of Department to provide coaching and mentoring to all science staff and model and share expertise in departmental improvement.

**Responsible to:** The Principal

##### **General Expectations of all staff**

- Be aware of and comply with all the Academy and Trust's policies and procedures especially relating to staff code of conduct, child protection, health and safety, security, confidentiality and data protection, reporting all concerns to an appropriate person.
- Haberdashers' Abraham Darby is a designated no smoking workplace. It is expected that staff maintain a professional dress code and that staff ID badges will be worn and on show at all times. It is a requirement that all staff sign in on arrival via the signing in app system and sign out on departure.
- To attend regular statutory training as and when required.
- Be aware of and support to ensure equal opportunities for all.
- Develop and maintain professional and effective working relationships with all colleagues.

- Recognise own strengths and areas of expertise and use these to advise and support others. Participate in training, meetings and other learning activities to keep up to date with developments relating to your area.
- Undertake personal and professional development and commitment in conjunction with the Academy's Performance Appraisal Review process.
- Support and contribute to the overall ethos, work, aims and vision of the Academy and Federation Trust.
- To undertake other duties as determined by the Principal and Governors that are commensurate with the designation and grading of the post and within the evolving policies of the Federation.

### **Safeguarding Statement**

The Academy is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment.

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

An Enhanced DBS check will be carried out prior to employment and this will be renewed every 5 years, and all staff are expected to sign an annual Disqualification Safeguarding Declaration Form. We hold regular statutory Child Protection training which all staff are required to attend.

### **Positive Mental Health and Well-being – Whole School Approach**

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

### **PERSON SPECIFICATION**

As an Assistant Vice Principal it is expected that you will demonstrate outstanding leadership skills and will have the drive and determination to move us closer to our ultimate goal of becoming an 'outstanding' Academy. A commitment to extra-curricular and curriculum enrichment activities is essential.

The post holder is expected to be:

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

### **Qualifications and Experience**

- Qualified Teacher Status
- Middle Leadership experience
- A proven track record in raising educational standards in Science
- Ability to teach science across the Key Stages 3-5.

### **Shaping the Future**

- High profile/strong presence
- Clear vision and ability to develop aspects of Academy strategy
- Commitment to developing an Academy ethos focused on raising academic attainment and promoting high standards of behaviour.

**Leading Learning and Teaching**

- Commitment to an Academy-wide focus on student attainment
- Placement of learning and the centre of strategic planning, monitoring and evaluation
- Ability to make sound judgments about the quality of learning and teaching
- Demonstration of high expectations including leading by example as a teacher

**Developing Self and Working with Others**

- Ability to set appropriate and challenging targets
- Ability to make and take decisions
- Understanding when to consult or seek advice and be responsive to feedback
- Consistent focus on results and outcomes.

**Managing the Organisation**

- Commitment to build and manage high performing teams
- Skills in coaching and improving performance of others
- Production and implementation of appropriate improvement plans and policies
- Commitment to partnership between governors, staff, parents and students
- Clear knowledge and understanding of the implications of current educational developments relevant to specific areas of responsibility.

**Securing Accountability**

- Appreciation of the need to delegate responsibility with accountability
- Ability to use a rich set of data to understand the strengths and weaknesses of the Academy.

**Strengthening Community**

- Responsive to the nature of Academy's communities, partners and stakeholders
- Ability to build a collaborative learning culture within the Academy and actively engage with other schools and the local community to build an effective learning partnership.

The duties outlined in this job description are in addition to those covered by the Academy's job description for subject teachers and the latest 'Teachers' Standards' and 'School Teachers' Pay and Conditions' documents. This job description describes the way the post holder is expected and required to perform and complete particular duties as set out in the foregoing paragraphs.

This job description may be subjected to modification or amendment at any time by the Principal.





# **TEACHING STAFF APPLICATION**

## **GUIDANCE NOTES AND INFORMATION FOR COMPLETING THE APPLICATION FORM**

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

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

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

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

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

### **THE GENERAL DATA PROTECTION ACT 2018**

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

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

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

# EQUAL OPPORTUNITIES POLICY

## COMMITMENT TO EQUAL OPPORTUNITIES

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

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

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

## EQUALITY IN EMPLOYMENT

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

**We will:**

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

## EQUAL OPPORTUNITY MONITORING

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

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

## Positive Mental Health – Whole School Approach

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

# ESSENTIAL ADDITIONAL INFORMATION

## FOR POSTS WHICH INVOLVE WORKING WITH CHILDREN, YOUNG PEOPLE

### AND/OR VULNERABLE ADULTS

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

**Please read this information carefully.**

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

### References

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

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

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

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

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

### Disclosure and Barring Service (DBS)

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

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

**All information given will be treated as strictly confidential.**

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

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

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

Email: [customerservices@dbs.gov.uk](mailto:customerservices@dbs.gov.uk)

Telephone: DBS Helpline - 03000 200 190

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

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

**IMPORTANT**

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

# THE RECRUITMENT PROCESS

## WHAT WILL HAPPEN NEXT?

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

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

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

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

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

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

**Good luck with your application!**

Confident - Calm - Caring

Haberdashers' Abraham Darby Ironbridge Road Madeley Telford Shropshire TF7 5HX