



HABERDASHERS'
ASKE'S

**CRAYFORD
ACADEMY**

2021-22 Second In Charge of English Candidate Briefing Pack

Haberdashers' Aske's Crayford Academy



www.habscrayford.org.uk

Welcome from our Executive Principal

Dear Candidate,

Thank you for your interest in Haberdashers' Aske's Crayford Academy.

Haberdashers' Aske's Federation is a Multi-Academy Trust of nine schools, (four secondary and five primary), supported by a Teaching School. These are currently organised as four 'clusters', Crayford Academy is part of the Crayford cluster which provides schooling for children aged 3-18 with over 1600 children in three schools: Crayford Academy (secondary), Crayford Temple Grove (primary) and Slade Green Temple Grove (primary).

We provide targeted support and a broad education to enable each and every one of our pupils to reach their full potential and to grow into well-rounded members of our community and 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 in the world they will join as adults.

We are looking to appoint a highly committed and experienced English teacher, with strong leadership qualities, a passion for their subject and a collaborative approach to working with our students and team.

The successful candidate will support the Curriculum Director with the overall leadership of English across Key Stage 3, 4 and 5 and contribute to the continuing development of the English curriculum, ideally assuming responsibility for the planning and delivery of the KS3 ARK Mastery curriculum at the Academy.

The successful candidate will also promote a love of English across the school, supporting them to be life-long learners who are resilient and committed to their studies. The core purpose of the Second in Department in English post is to contribute to the continuing development of the English curriculum and to the overall development of the department, supporting the Curriculum Director of English and deputising for them as required.

I hope that this brief information, alongside the recruitment details, encourages you to decide to apply to join us in our exciting current phase of development. Should you have any queries or want to come and visit our school, please do not hesitate to contact me.



Mr Steve Wheatley
Executive Principal
Haberdashers' Aske's Crayford Academy



Our Trust



About Haberdashers' Aske's Federation

Haberdashers' Aske's Federation is a Multi-Academy Trust of nine schools, (four secondary and five primary), supported by a Teaching School. These are currently organised as four 'clusters', Haberdashers' Aske's Crayford Academy is part of the Crayford Cluster.

The Executive Principal oversees the central services provision of the cluster, to ensure that all schools within it are supported well.

Our principal sponsor is the Worshipful Company of Haberdashers, who are very generous in their support. Put simply, our mission is to ensure that each of our schools offer a great education and are great places to work.

Each of our schools serve their local communities in Southwark, Lewisham and Bexley. As a Federation, we can offer more to all staff and students than any single school could offer alone. This 'Haberdasher's Advantage' ensures that the opportunities presented by working and learning at a Haberdasher's Aske's Federation school, are truly exceptional.

Whilst each of our schools maintains its individuality and serves its' unique context, we share a common vision as a group of schools: 'To support our staff and young people to be the best they can possibly be.' In this complex world, we need our young people to develop as compelling individuals – ready and able to take their place in the world with confidence. We know that education matters to the life chances of all young people, particularly those from disadvantaged backgrounds. We believe that each and every child and young person can and will succeed.

To find out more about Haberdashers' Aske's Federation, please go to: www.habsfed.org.uk

Our Vision



Federation wide vision

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, but always 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 in the world they will join as adults.

We will achieve these aims by providing a safe environment where all children and young people can succeed and through:

- Provision of a curriculum that is stretching, relevant and provides each student with the opportunity to excel.
- 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. High expectations of every member of our community

Our Sponsors

The Worshipful Company of Haberdashers

Our heritage dates as far back as the 1680s.

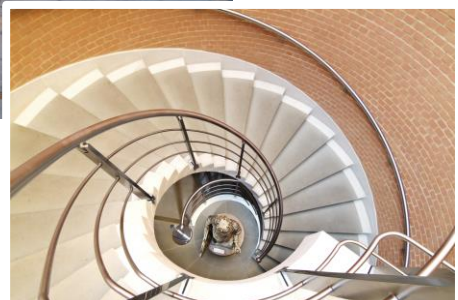


**The Worshipful Company
of Haberdashers**

The Haberdashers' Company is one of the Great Twelve Livery Companies of the City of London. Education is of prime importance to the Haberdashers' Company and today there are more than 12,000 children and young people in the Haberdashers' family of schools that benefit from the relationship.

The Haberdashers' Company supports pupils, past and present, as they progress through their educational and professional journey, which offers pupils in the Haberdashers' schools something truly unique.

Find out more: www.haberdashers.co.uk



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

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’ Aske’s Hatcham Temple Grove



Job Role

Job Title:	Second In Charge of English
Contract Length:	Permanent
Contract Type:	Full time
Salary:	MPS/UPS (£29,971 - £45,819) + TLR
School/ Service:	Haberdashers' Aske's Crayford Academy
Location:	Iron Mill Lane, Crayford
Accountable to:	Curriculum Director of English

About the role

The English department is a key curriculum area within the Academy. We are determined that our pupils are taught by individuals who are committed to their academic progress and ensure none fall behind. Our new system of assessment is focused on age-related expectations, a seamless transition between key stages and an increasingly demanding curriculum. At Key Stage 3 we follow a Mastery Curriculum which is designed to embed the knowledge and skills needed for success at Key Stage 4 and beyond.

The core purpose of this post is to ensure the quality of learning experience for pupils in English are of the highest standard in order for pupils to progress at rates which are above expectations for them. The successful applicant will demonstrate their commitment to raising standards, the ability to track progress data, implement targeted intervention, and hold staff members to account against the Federation Quality Standards.

The successful candidate will support the Curriculum Director with the overall leadership of English across Key Stage 3, 4 and 5 and contribute to the continuing development of the English curriculum. There will be the opportunity to develop strong leadership skills in terms of Key Stage 3 and / or Key Stage 5 for the right candidate. The role also offers the exciting opportunity to work across our strong family of English departments in the Federation.

The successful candidate will promote a love of English across the full range of students at the school, supporting them to be life-long learners who are resilient and committed to their studies. The core purpose of the Second in Department in English post is to contribute to the continuing development of the English curriculum and to the overall development of the department, supporting the Curriculum Director of English and deputising for them as required.

This exciting role will provide opportunities to work with colleagues in other Federation schools to plan and develop professionally, whilst teaching at Crayford. Experience of teaching English Literature at A level would be highly desirable.

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 are fortunate to have our own teaching school (Atlas), where a number of professional development programmes are co-ordinated including:

- National Professional Qualifications in Middle and Senior Leadership
- NCE Apprenticeship programmes for leaders of all levels, including an MSc in Education Leadership and Management

Key responsibilities of the role

- Support the English Curriculum Director in developing all aspects of the English curriculum
- Support the English Curriculum Director in securing the quality of teaching in the department across all key stages
- Ensure assessment in English is consistent and accurate, enabling you to forecast pupil performance with precision
- Liaise with the Primary schools in the Crayford Cluster to ensure that progress continues on its upward trajectory as pupils move from key stage 2 to key stage 3
- Provide high quality leadership of your areas of responsibility (in particular the KS3 English Curriculum) of the department, through line management and performance management, enabling your team to fulfil their responsibilities and deliver high quality outcomes for pupils
- Be determined in your approach to adding value and be able to demonstrate that children here perform better than if they went to other schools nationally through a positive contribution to the school's Progress 8 measure
- Support leaders within the Academy by adhering to the professional standards expected of a middle leader
- Generate an enthusiasm around the subject that results in English continuing a high profile within the school and in our enrichment program
- To work within and contribute to established academy and department frameworks for
 - Lesson planning, delivery and evaluation
 - Student behaviour and care
 - Student assessment
 - Line Management of staff
- To actively contribute to the teaching of English across all age and ability ranges
- To remain informed of current developments in the subject area
- To participate in Professional Learning and to initiate change where appropriate.
- To lead the devising of innovative and challenging schemes of work
- To consistently plan and deliver outstanding lessons, ensuring that a variety of teaching resources are utilised
- To ensure that students' work is marked regularly and conscientiously, in accordance with the academy marking policy
- To set and mark internal and external examinations and assessments as required
- To provide appropriate and effective intervention as required

General

- Promote equal opportunities and inclusion, addressing immediately should this fall short
- Promote the single Federation ethos.
- Promote the school's commitment to the continued professional development of all staff.
- Undertake any duties as may reasonably be required by the Principal or Leadership Team.
- Work within the school's framework with regard to Health and Safety.
- Be aware of and assume the appropriate level of responsibility for safeguarding and promoting the welfare of children.
- Report any Safeguarding concerns in accordance with Federation Safeguarding Policy

Knowledge, skills and experience



Education and Training

- Degree
- Teaching Qualification and Training

Experience

- Experience of teaching GCSE and A Level English
- Experience of monitoring and evaluation practices
- Use of performance data to track student progress and monitor achievement.
- Recent experience preferably gained in a second in charge role
- Proven track record of raising educational standards
- Experience of delivering the KS3 ARK Mastery curriculum is desirable

Knowledge and Skills

- Ability to produce and implement appropriate improvement plans and policies
- Ability to delegate responsibility with accountability
- Ability to inspire, demonstrate and support the highest of expectations for all
- Ability to motivate and inspire others; both colleagues and students
- Positive student behaviour management skills
- Excellent communication and interpersonal skills

Personal qualities

- Is Passionate about your subject area
- Is an effective communicator
- Leads by example with high professional standards
- Is resilient, energetic and enthusiastic

Why Haberdashers?

We're proud of our people. Bound by the Haberdashers name, our inclusive community in the heart of South East London is alive with diverse backgrounds, personalities and passions. We are building a culture where pupils, parents, teachers and staff selflessly serve each other, centered on traditional values and behaviours. When you become a part of Haberdashers', you find a place where you belong.

Working in education is not always an easy task. We see the effort, the creativity, the hours our staff put in. We show our appreciation by:

Providing talent development opportunities

We want the best people to join the Haberdashers' community because they are ambitious, talented and want to make a difference to children and young people. The Haberdashers' Trust is committed to the continuing professional development of all staff.

Providing a good pension

When you join the Haberdashers' community, you can join an excellent Pension scheme, either the Teachers' Pension scheme or the Local Government Pension Scheme depending on your role.

Offering flexible working

We are able to consider flexible and family friendly working opportunities to include part-time, term-time working and job-sharing arrangements.. We are able to consider all requests for flexible working after 26 weeks of continuous service

Supporting your health and wellbeing

Balancing everyday life with the requirements of work and home can create pressures for all of us. Work is a large part of people's lives. We support a, healthy work environment that is conducive to a healthy lifestyle. All employees have free access to a 24-hour confidential counselling service, designed to help staff deal with a range of personal and general problems.

Actively promoting equality and diversity

We are committed to promoting an equal, diverse and inclusive community. We want the best people in our schools regardless of age, disability, gender, gender identity, race, religion or belief, sexual orientation, pregnancy and family or marriage and civil partnership. We are particularly keen to receive applications from candidates from historically under-represented and minority groups

“ I believe in the value of working collaboratively with colleagues and partner schools to bring out the best in staff and students. The Federation consider the development of staff to be integral in its pursuit of excellence and I am supported and encouraged to grow within my role. ”

Kate Atwell, Vice Principal
Haberdashers' Aske's Crayford Academy



Recruitment process and additional recruitment information

Closing date: 19th April 2021

Interview date: w/c 19th April 2021

Start date: 1st September 2021

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:

- Written tasks
- Classroom visits
- Classroom observation
- Panel Interviews on a variety of topics

Special Requirements:

If you require reasonable adjustments prior to your interview, these can be arranged by emailing crayfordhr@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: Before you are invited to interview, we will obtain references from your referees. 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.



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For an informal discussion about this post,
more information or to arrange a visit,
please contact: crayfordHR@haaf.org.uk

Thank you for your interest in the
Haberdashers' Aske's Crayford Academy.
We look forward to receiving your
application.