



Haberdashers'
**Knights
Academy**

Vice Principal 6th Form Candidate Briefing Pack 2021-22

Haberdashers' Knights Academy



www.habsknights.org.uk

Welcome from our Executive Principal

Dear Candidate,

Thank you for your interest in the post of Vice Principal 6th Form. This is an excellent opportunity to make a major contribution to the Academy's continued success leading our successful 6th form. Over the last 3 years it has grown to nearly 300 pupils as a result of a one million pound strategic investment in dedicated facilities, the curriculum and staff professional development. We are proud that over 90% of our students progress onto university including the Russell Group universities and as one of the leading schools for vocational outcomes, a growing number of pupils take up high quality apprenticeships.

You might be an experienced Vice Principal or Deputy or new to this level of senior leadership. The successful candidate will play a key role in delivering the second phase of the strategy, building on developing high quality careers partnerships, personal development opportunities and excellent academic outcomes for our students. The successful candidate will work with the Executive Principal and the wider Knights Academy community in delivering the vision, ethos and values that all pupils at Knights Academy are able to reach their full potential academically, socially and personally, particularly our disadvantaged pupils and those pupils with SEND.

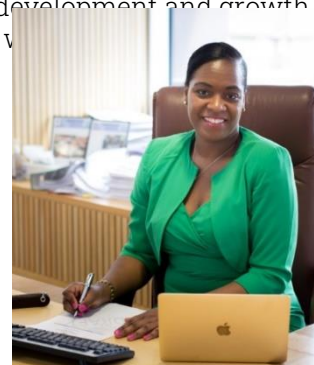
Haberdashers' Knights Academy is a vibrant, diverse 11-18 school community with a relentless focus on high expectations and aspirations. We serve the families of the local community in the London Borough of Lewisham and Bromley and are part of the Haberdashers' Academies Trust South, a well-established multi-academy trust of 3-18 school clusters in south-east London and Kent, the other schools being Haberdashers' Hatcham College, Haberdashers' Crayford Academy and Haberdashers' Borough Academy which opened in September 2019.

The Trust currently comprises four secondary, five primaries and a professional learning arm, which totals over 5,000 students and 600 staff. The scale of expertise and leadership across our Trust gives us enormous capacity. It is this capacity that has resulted in the success of the Trust, and it is this capacity that allows us to mount new ventures and allows our staff to take on new opportunities and rapid development trajectories.

Our school and our Trust are uniquely exciting places to be and I hope that you decide to join us in our current phase of rapid development and growth. I look forward to receiving your application and welcoming you to the Knights Academy school community.



Dr. Tesca Bennett
Executive Principal
Haberdashers' Knights Academy



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 our values of aspiration and achievement, personal responsibility, self-discipline and mutual respect.

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.habsfed.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.habsfed.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 makes Knights Academy what it is 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 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.

Our Haberdashers' roots go back as far as the 1680s when our founder, Robert Aske, left a sum of money to build a school for 20 underprivileged children. Despite his philanthropic work, Aske's life and work is not without some controversy, particularly his investment in the Royal African Company, a slave trade company, in 1672. Aske's involvement in the slave trade is not in doubt, but having recently carefully considered and widely consulted on these past events and what they mean for us today, we believe his legacy has made such a significant contribution to our schools and the education of young people in our community, however we will no longer use the name 'Aske' in the common name of our Trust and our schools.

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



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

“In my role at Knights Academy, I have felt the support of a Leadership that shares the same ethos and vision for my subject area. This support, combined with a Principal that will always do what is best for the students, has allowed me to develop the Music department towards achieving our aims. The students are eager to get involved in the activities we offer them, showing a real enthusiasm for making music. Their willingness to perform at events and represent the school demonstrates the sense of community felt by our students, giving the school and students a sense of pride and belonging.”

**Mr Nicoli, Head of Music,
Haberdashers' Knights Academy**

Job Role



Job Title:	Vice Principal – 6th form
Contract Length:	Permanent
Salary:	L15 – 21 (£67,666 - £77,122)
School/ Service:	Haberdashers' Knights Academy
Location:	Launcelot Road, Bromley
Accountable to:	Executive Principal

About the role

We are looking to appoint an excellent Vice Principal with responsibilities for the 6th Form that will play a key role under the direction of the Executive Principal in delivering the vision, ethos and values of the Academy that all pupils at Knights Academy are able to reach their full potential, academically, socially and personally, particularly our disadvantaged pupils and those pupils with SEND.

The successful candidate will be required to:

- Strategically lead the 6th Form, ensuring the delivery of the Academy aims and objectives for pupils.
- Develop strategic partnerships and personal development opportunities for the Sixth Form curriculum pathways .
- Successfully deliver the vision of the Academy through the Trust and School Improvement Plan.
- Be responsible to the Executive Principal for the day to day leadership, organization and management of the Academy.
- Work strategically with the Senior Vice Principal, Vice Principals and wider leadership team in ensuring that the learning environment throughout the Academy is conducive to, and in keeping with, our high expectations.
- Be responsible for actively promoting and enhancing the good image and reputation of the School.

Key responsibilities of the role

The Vice Principal 6th Form will:

- Set high professional standards and ensure that the Academy vision is understood by staff, students and parents.
- Contribute to shaping student culture, so they are empowered to take responsibility for their own learning and self regulation.
- Contribute to shaping staff culture within the Academy, through the management of the general organisation of the Academy and being a visible presence.
- Work in partnership with schools to provide a high quality and effective recruitment and marketing strategy for the 6th Form to ensure pupil numbers are at PAN.
- Ensure that recruitment and marketing of the 6th Form secures successful admissions to a broad and balanced curriculum including a range of both academic and vocational courses;
- Lead on the KS4 to KS5 transition in the academy as well as the post-18 transition to university, work or employment.
- Ensure that the curriculum and inclusive quality first teaching secures excellent pupil progress and outcomes at 6th form
- Provide a safe, calm and well-ordered environment for all pupils and staff, focused on safeguarding pupils and developing their exemplary behaviour in school and in the wider community.
- To line manage Assistant principals and staff as required to secure excellent standards and outcomes.
- Provide leadership, support and challenge to staff having a positive and effective impact on the areas for which you have responsibility.
- Undertake further appropriate whole school responsibilities and any other reasonable duties assigned by the Executive Principal, including an appropriate amount of classroom teaching.

General responsibilities of the role

General Responsibilities

Strategic Development

- Motivate and empower others to carry the vision of the school forward.
- Ensure the Academy's management and organisational structures are fit for purpose and facilitate continuous improvement
- Be responsible for ensuring that the Academy and staff respond appropriately and effectively to whole school improvement priorities.
- Be responsible for ensuring that educational and organisational practice within the Academy are carried out according to Academy and Trust policy
- Support the Executive Principal in developing and communicating a clear strategic vision articulated with clarity in the School Improvement Plan.
- As a result of the work on self-evaluation, advise the Executive Principal and leadership team of the priorities for the School Improvement Plan and contribute to the production of this plan.
- To ensure the School Improvement Plan reflects increasing challenge each year and in doing so motivates leaders in the school.
- Contribute to the preparation of Academy documentation; including the Academy handbook, the Self Evaluation, the School Improvement Plan, reports to Governors and key stakeholders.
- Monitor and report on the implementation of the Academy Improvement Plan to the Executive Principal, CEO and Leadership team.

Educational Outcomes

- To ensure effective learning through the delivery of an appropriate and enriched curriculum, timetable and allocation of staff.
- Provide accountability, challenge and support to the assistant leadership team and leadership teams across the Academy
- Maintaining effective behaviour management and the health, safety, welfare and emotional development of all pupils.
- To support staff in dealing with disciplinary, pastoral and academic professional matters.
- Lead, develop and promote partnership with parents, which recognises the worth of their contribution to their child's education.
- Engage with the local community to raise the profile of the school and the Trust.
- To demonstrate exemplary personal behaviour, positive relationships and attitudes towards pupils, staff, parents, governors and members of the local community.
- To lead by example - with integrity, creativity, resilience, and clarity - drawing on their own scholarship, expertise and skills and that of those around them

Resource Management

- Managing and regularly reviewing the use of available resources, including human resources, so as to improve students' learning and achievement
- Recruiting, retaining and developing staff of high quality and with appropriate qualifications
- Ensuring effective performance management of all staff and effective workforce development.
- To secure effective partnership working with other schools, education and training organisations and other stakeholders

The job description may be subject to review, modification or amendment at any time after consultation with the postholder.

Key responsibilities of the role

Other responsibilities

- Keep up to date with developments in your subject area and in teaching practice and methodology.
- Take responsibility for your own professional development in discussion with your line manager.
- Maintain an organised and effective learning environment in the classroom and shared areas.
- Ensure the consistent implementation of school and Trust policies and procedures throughout the subject areas.
- Work collaboratively with the other academies and colleagues within the Trust.
- To monitor the quality of teaching; based on evidence, self-evaluation and development, ensuring a consistent and continuous focus on achievement and aspiration.
- To take responsibility for own professional development in discussion with the line manager.
- To help disseminate ideas and approaches for classroom and curriculum management to help raise standards.

General Responsibilities

- To work within the Academy framework with regard to Health and Safety
- To promote equal opportunities in the Academy
- To promote the ethos of the Trust and Academy
- Be aware of and assume the appropriate level of responsibility for safeguarding and promoting the welfare of children.
- To support the Academy's commitment to the continued professional development of all staff
- Report any safeguarding concerns in accordance with the Trust's safeguarding policies
- To undertake any additional duties as may reasonably required by the CEO or Executive Principal

Knowledge, skills and experience



Education and Training

- Qualified teacher status
- B.Ed. or degree with PGCE or similar qualification
- Evidence of sustained and relevant professional development
- Successful completion of course such as NPQSL, NPQML (Desirable)
- Leadership Pathways/Leading from the Middle (Desirable)

Experience

- Responsibility for raising standards across the 6th Form and the wider school
- Good first-hand experience of school improvement planning
- Current knowledge and experience of effective assessment practice and pupil tracking systems
- Current Knowledge of post-16 provision, courses and destinations for academic and vocational programmes of study
- Experience of successfully working with colleagues to improve teaching and learning
- Experience of effectively supporting children with significant barriers to learning to achieve within the context of a mainstream classroom.
- Experience of teaching in more than one Key Stage (Desirable)
- Designated Safeguarding Lead training (Desirable)
- Recent leadership and management experience such as Assistant Principal

Knowledge and Skills

- A proven track record as an excellent classroom practitioner with evidence of sustained good pupil progress
- Experience of implementing strategies to raise standards of teaching in response to data analysis
- Demonstrate a passion for teaching and learning
- In-depth knowledge of curriculum development and pedagogy at all Key stages
- Sound grasp of assessment, recording and reporting
- Ability to maintain high standards of behaviour, attendance and conduct whilst ensuring an ethos of challenge and support for children and parents in order to achieve success
- Able to access, analyse and interpret relevant data and communicate this effectively to staff and Governors in order to facilitate school improvement
- A sound understanding of recent developments in education practice, assessment, appraisal and OFSTED inspections
- An up to date knowledge of child protection procedures and full commitment to safeguarding pupils

Knowledge, skills and experience



- Understanding of how to support children to develop an understanding of themselves as learners and strengthening their attitude to learning (Desirable)

Leadership and Management

- Ability to lead, motivate and inspire staff and pupils to achieve their full potential
- An ability to lead and manage change whilst sustaining the school's good practice
- Effective time management skills
- Has a sensitive yet rigorous approach to mentoring, coaching and supporting the improvement of teaching
- Is able to evidence improving the teaching of others
- Demonstrates professional integrity and respect
- Is able to delegate, support and motivate others to achieve specific targets
- Experience of staff appraisal and a commitment to Performance Management
- Experience of mentoring students/NQTs (Desirable)
- Experience in specific 6th form activities. E.g. UCAS, Careers and DoE Award (Desirable)
- Experience of working with Governors (Desirable)

Personal Qualities

- Excellent communication and interpersonal skills
- Adaptable to changing circumstances and new ideas
- Approachable and enjoys being highly visible to staff, children and parents
- Energetic, adaptable, enthusiastic and reliable with personal impact and presence
- Self-motivated with a high level of organisational skills and the ability to prioritise workload effectively
- Inquisitive and able to think creatively, solve problems and make decisions based on sound judgement
- Passionate about delivering high quality education to children and their families
- Values diversity and the unique place and contribution every individual makes to the learning community
- Demonstrates professionalism, loyalty and integrity with humour and humility
- Demonstrates a commitment to safeguarding and ensuring the welfare and wellbeing of all pupils in the school

Why Haberdashers?

Joining Haberdashers' Academies Trust South at any point in your career will be a rewarding and fulfilling experience. You will be part of a driven team that spans nine schools and a central services team in South East London and Kent, who are all resolute in their aim to make our schools excellent places to learn and work. We offer an attractive benefits package, plenty of professional development opportunities and a focus on career growth. You will also experience a flexible and supportive work environment with a focus on health and wellbeing, and a culture of openness and respect.

- **Providing talent development opportunities:** Habs Institute, the professional learning arm of the Trust, is committed to the development of all our staff and departments.
- **Haberdashers' Advantage:** our relationship with the Haberdashers Company ensures that working for the Trust is a truly exceptional and unique experience
- **Offering flexible working:** We are able to consider flexible and family-friendly working opportunities.
- **Pensions:** when you join the Trust you will be enrolled onto a Teaching or Local Government pension scheme
- **Supporting your health and wellbeing:** All our employees have free access to a 24-hour confidential counselling service.
- **Perks and discounts through Perkbox:** All our staff have access employee benefits, recognition and wellbeing via the Perkbox platform.
- **Season ticket travel loans & Ride2Work scheme:** Get help with travel through a travel ticket loan or help with buying a bike
- **Computer Loan Scheme & Microsoft Office:** Purchase hardware or software at a discounted rate
- **Discounts:** Enjoy money off with a range of suppliers including Apple and O2
- **Actively promoting equality and diversity:** We are committed to promoting an equal and inclusive community and attracting a diverse range of candidates.
- **Join us on our journey:** over the next five years we will bring our mission to life with our strategic vision of 'every school an excellent school'

To find out more about the benefits of a career at our Trust, please visit:
www.habsfed.org.uk/Benefits

“When you join as a member of staff at Knights, you become a part of the 'Knights family'. The welcome and support I received upon joining, from every corner of the academy, helped me to settle in quickly and feel successful straightaway. Our students are curious and ambitious, and they help make the school a great place to work.”

Ms Ennew, Teacher of English
Haberdashers' Knights Academy



Recruitment process and additional recruitment information

Closing date: 10th December 2021, 12pm

Interview date: Day 1 – 14th December 2021
Day 2 – 16th December 2021

Start date: April 2022 or sooner

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
- Classroom visit (including with staff and students)
- Panel Interviews on a variety of topics

Special Requirements:

If you require reasonable adjustments prior to your interview, these can be arranged by emailing knightshr@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.



Haberdashers' **Knights Academy**

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

Thank you for your interest in
Haberdashers' Knights Academy. We look
forward to receiving your application.