



Haberdashers'
Borough Academy

Vice Principal (Pastoral) Candidate Recruitment Pack

2024/25




Ofsted
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Provider

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Haberdashers'
Academies Trust
South

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Dear Candidate,

Thank you for your interest in the post of Vice Principal, Pastoral.

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. We are committed to ensuring this success from 3 to Forever, under our mantra of 'once a Haberdasher, always a Haberdasher'.

Our People Strategy is key to our success and integral to this is our commitment to equity, equality, diversity, and inclusion . Bringing this to life is the responsibility of every member of staff. We take seriously any behaviour which undermines it. Anyone applying to work with us, should share this commitment.

Please take a look on our website for more information. We want the best people to join our Haberdashers' community and 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.

For a confidential discussion regarding this post, please contact boroughhr@habstrustsouth.org.uk or 0203 7641321.

I look forward to hearing from you.

Jan Shadick
Chief Executive Officer
Haberdashers' Academies Trust South



Dear Candidate,

Welcome to Haberdashers' Borough Academy; a community school based at the heart of SE1. Our Academy opened in 2019, on the site of a former Fire Station. September 2025, will mark our seventh year, with approximately 1000 pupils studying with us. Our Sixth Form opened in 2024, offering a broad range of A Level and Vocational subjects.

Our mission is simple – we want pupils to **'Become their best at Borough'** in all aspects of their lives. We believe that by creating the culture in which learning is always the priority, the potential of our young people is limitless. Our Academy values, which were created by our young people, speak to that. We expect our learners to become excellent ambassadors for their **community**, by working hard to achieve their **aspirations**, whilst becoming **kind** and **resilient** citizens.

We moving forward positively. Our first OFSTED report highlighted many of the successes of the schools' first five years. We were delighted to receive an 'outstanding' Leadership and Management grading. Our first GCSE Results set the bar, with outcomes above national in all key benchmarks. This is just the beginning; our ambition is to be one of the best performing schools in London by 2030.

Our location in the centre of the capital allows us to provide a unique experience for pupils, making the most of partnerships with world leading organisations which enrich and enhance our offer.

The Role

I am looking for a Vice Principal, who believes in our core mission, and wants to support us in reaching the next level. You will have experience of leading both academic and pastoral provision. You will work strategically, alongside other leaders to create a culture where pupils can develop their scholarship and their character. Equally, you will have strong operational capacity and leadership presence. This is a wonderful opportunity to join a talented and capable Senior Leadership Team, who are wholly committed to doing our best for the young people we serve.

A Place to Grow


This is a great place to work. You will be surrounded by a talented and capable staff body who are wholly committed to our mission. There is a strong sense of collaboration and team. There is also a deep commitment to doing our best and developing our practice.

Our broad ranging professional development offer is rich and designed to support you at every step of your career. That is coupled with sensible policies, a calm and nurturing environment and strong leadership, providing the platform for you to reflect, refine and grow! You will have access to bespoke professional learning opportunities, through Trust network and bespoke leadership programmes. You will also have access to a coach.

We look forward to hearing from you if you are aligned with our values and have the drive, skills and enthusiasm to make a real impact at Borough Academy.

I very much hope that having read about us, you decide to apply to join us. Please do reach out with questions, or to arrange a visit to our school if you would like to.

We look forward to hearing from you.



Mr Tom Howells
Principal, Haberdashers' Borough 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 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

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>

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



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

Role Description

Job Title:	Vice Principal (Pastoral)
Contract type:	Permanent
Salary:	Haberdashers' Trust Leadership scale
School/ Service:	Haberdashers' Borough Academy
Location:	SE1 OEX
Accountable to:	Principal

About the role

The Vice Principal (Pastoral) plays a pivotal role. They act as a key custodian of our culture, values and ethos; developing policies which support our ambition to help every child to 'become their best' at Borough. You will work very closely with the Senior Vice Principal and Principal to bring our school priorities to life.

The postholder will act as the Academy's Designated Safeguarding Lead (DSL). You will oversee a number of key areas of our provision:

- Safeguarding and Wellbeing
- Behaviour for Learning
- Attendance and Punctuality
- Personal Development
- Admissions and Transition.

You will assume line management responsibility for a team of senior leaders, middle leaders and pastoral support colleagues.

This is an incredibly special school in which to lead. Our young people are exceptional; aspirational, ambitious and personable! Our school originated from a partnership with our local community; and so working with our community is pivotal to the success of this role. We are based in the heart of Southwark. 55% of our young people are eligible for the Pupil Premium. Over 48 languages are spoken in our Academy. On entry, approximately 40% of pupils need assistance with their reading.

Strong pastoral provision is the absolute core of our offer. You will act as the thread that connects each of these areas. You will work closely with colleagues to ensure that policy and practice in these areas supports our learning culture.

About You:

Fundamentally, you will share the values of the school and be wholly committed to upholding those in all that you do. You will be a team player, collaborative in your approach. You will be adaptable and flexible – able to adapt to the demands of a busy school, whilst keeping focus on the strategic priorities. You will share our love of learning, demonstrating a passion for teaching your own subject.

You will be an excellent communicator. Sensitive and emotionally intelligent; but with the ability to adapt your style to different contexts. You will strive to create an inclusive environment in which you are considerate of the lived experiences of others.

You will have a wealth of experience in pastoral leadership; with expertise around Safeguarding in particular. You will be able to make sound judgements and decisions under pressure, always acting with integrity.

You will take particular pride in developing others; working with talented colleagues to build leadership capacity. You will also be keen to develop, seizing opportunities for professional learning and growth as they become available.

Vice Principal: Leadership Responsibilities

Vice Principals form part of the Academy leadership team and are central to the development and implementation of our vision, values and ethos. As a member of the Borough Leadership Team, they will contribute to the evaluation, formulation and implementation of policies and procedures. Vice Principals will also lead strategically on a key area of the Academy's development. They are expected to demonstrate strategic insight, knowledge and expertise within this area. These roles and responsibilities are subject to change at the discretion of the Principal. Vice Principals will line manage colleagues in accordance with the delegated structure and will be expected to hold colleagues accountable for the specific responsibilities of those roles.

Ethos and Values:

- To promote a positive and ambitious culture in accordance with the Academy and Trust ethos and values, maintaining the highest standards.
- To promote a culture which promotes pupil and staff safety and wellbeing in accordance with statutory safeguarding responsibilities.
- Role model exceptional leadership behaviours and professional standards, in accordance with the Haberdashers' Leadership framework.
- To take an active role in the wider school community, supporting the distinctive aim and ethos and encouraging colleagues to follow this example.
- To promote equality of opportunity, through supporting the Academy's commitment to Equality, Diversity and Inclusion.
- To comply with the Academy and Trust Health and Safety policies, adhering and undertaking relevant risk assessment as appropriate.
- To actively embrace and promote opportunities for professional learning and development, developing a culture of continuous improvement.

Professional Responsibilities:

- To maintain appropriate knowledge in all matters relating to safeguarding and the welfare of children. This includes the reporting of any concerns in accordance with the Academy's safeguarding policies.
- To take an active role within the Academy leadership team to develop the Academy's strategic direction. This involves working collaboratively with others to realise the shared vision of excellence, in accordance with the Academy development plan. This includes participation in the formulation and evaluation of core policies and procedures.
- To support the day-to-day implementation of those policies and procedures, supporting the operational management of the Academy.
- To take a proactive approach to self-evaluation, working with others to translate the academy proprieties into tangible activity that leads to sustainable improvement, and supports the academy to achieve the ambitious targets in accordance with the Trust 'Evidence of Excellence'.
- To hold others accountable for their areas of responsibility through modelling behaviours which reflect our values and support positive employee relations.
- Be responsible for the management of resources as delegated by Principal and/or Senior Vice Principal with support and guidance from them. This includes the efficient management of delegated budgets.
- To take a lead role in implementing the Trust's people strategy; including associated HR policies and processes as directed by the Principal. This includes the leadership of the appraisal and performance management process for delegated colleagues, supporting a culture of personal responsibility.

Pastoral Leadership

- To take an active role in the promotion of high standards of behaviour and safety of pupils, in accordance with the Academy policy.
- To promote the highest standards of attendance and punctuality, working with colleagues to reduce absenteeism.
- To work closely with families to support pupils to thrive within the setting, in accordance with Academy policies.
- Active contribution to the personal development provision, including leading assemblies or contributing to the wider PSHRE curriculum.
- To actively work with key partners and relevant stakeholders to provide the necessary pastoral support for colleagues.

Professional development

To prioritise the development of colleagues within your team, through contribution to the wider school professional development programme, and through the provision of personalised support. This will include:

- Develop strategies to promote individual and team development, in accordance with the self evaluation of the Academy.
- Undertake Continuing Professional Development (CPD) for self-development, sharing your learning with others.
- Develop capacity through coaching and mentoring members of the staff team.
- Develop and maintain effective strategies and procedures for staff induction, professional development and appraisal.

Vice Principal (Pastoral): Role Specific Responsibilities

Safeguarding and Welfare

- To act as the Academy Designated Safeguarding Lead, leading on policy and practice that keeps all young people safe, in accordance with statutory guidance;
- To work closely with external agencies and partners to keep our community safe; providing challenge where needed to secure the appropriate support;
- To lead on the implementation of appropriate intervention and support for families and young people, working with external agencies and partners;
- To rigorously monitor and track trends emerging, putting into place proactive measures to address contextual safeguarding risks;
- To put into place appropriate training and support for all colleagues
- To work closely with our link governor to undertake regular audits of our provision.

Culture and Ethos (inc. Behaviour for Learning)

- To lead strategically on the embedding of the Academy values and culture into all aspects of our practice;
- To have oversight of the Academy House System – a mechanism for building belonging, working with leaders to use this as a framework for developing school culture;
- To have oversight of the Academy Behaviour for Learning Policy, working with colleagues across the organisation to ensure this is implemented robustly;
- To have oversight of Suspensions and Exclusions, ensuring that policy and practice is well embedded, compliant with guidance, and in keeping with the wider ethos and values of the Academy. This includes oversight of off site directions, managed moves and managed transfers;
- To have oversight of our work with alternative providers, ensuring our approach adheres to statutory guidance;
- To lead on parental liaison, ensuring effective communication and managing complaints as they arise;
- To ensure that Academy rewards system is used to promote a positive culture for learning.
- To track and monitor data carefully, spotting trends and patterns, and identifying proactive, strategic approaches.
- To have oversight of the interventions required to support young people to thrive.

Attendance and Punctuality

- To have oversight of the Academy attendance strategy, working to ensure attendance is in line with the London FFT average;
- To have oversight of the strategy around persistent absenteeism, working with families and external partners to reduce this;
- To work with leaders to ensure formal statutory processes around managing attendance are applied consistently;
- To ensure a robust punctuality strategy is in place.

Personal Development

- To have oversight of our PSHE and wider personal development curriculum;
- To ensure our relationships and sex education policy is enacted in accordance with statutory guidance;
- To have oversight of the wider curriculum offer, including enrichment, trips and visits;
- To have oversight of the Careers Education provision, ensuring adherence to the Gatsby benchmarks;
- To ensure that our EDI strategy is enacted via approaches to the personal development curriculum.

Admissions and Transition

- To take a lead on the admissions process for pupils in Year 7;
- To support in the recruitment and marketing of the Academy;
- To work with the Transition lead to build strong links with our local community, ensuring the Academy reaches its PAN each year;
- To ensure a strong Year 7 Transition and pupil induction process is undertaken periodically.

Please note

This job description reflects the core activities of the role and as the Trust and the post-holder develop there will inevitably be changes in the emphasis of duties. It is expected that the post-holder recognise this and adopt a flexible approach to work and be willing to participate in training. If changes to the job become significant, the job description should be reviewed formally by the post-holder and line manager.

Person specification

	Essential Criteria	Desirable Criteria	Method of Assessment: Application (A) Interview (I) Assessment (AS) References (R)
Education & Qualifications	<ul style="list-style-type: none"> Well qualified graduate with QTS Educated to degree standard 	<ul style="list-style-type: none"> Fluency in another European language 	A, I, AS
Knowledge & Experience	<ul style="list-style-type: none"> Excellent inter-personal and communication skills and the ability to establish positive relationships with colleagues, students and parents Good ICT skills Experience of effective behaviour management Experience of working strategically with data Understands characteristics of effective teaching and learning strategies used to raise student attainment and achievement A demonstrable record of excellent classroom practice Experience in school self - review and evaluation 	<ul style="list-style-type: none"> Working across a partnership of schools or across schools within a Multi-Academy Trust setting Substantial secondary school teaching experience Experience of strategically managing a curriculum for student with diverse needs, leading to school improvement 	A, I, AS, R
Personal qualities	<ul style="list-style-type: none"> Clear commitment and understanding of the Trust ethos, vision and values and an ability to uphold them Belief in equality and opportunity for all, ensuring that all staff feel included and listened to Proactive and positive approach to finding solutions. Resilient in face of challenges Highly flexible and adaptable, willing to respond to evolving need Ability to inspire, demonstrate and support the highest expectations Passionate about subject area with high professional standards High level of interpersonal and communication skills and the ability to build relationships and influence at all levels – engaging with a range of stakeholders successfully Commitment to collaborative working and driven to achieve team goals High expectations of achievement, conduct and behaviour and a willingness to address situations where these fall short Commitment to safeguarding and promoting the welfare of children and young people 	<ul style="list-style-type: none"> Ability to delegate responsibility with accountability Ability to take an active role in developing school targets 	A, I, AS, R

“There is a strong community at the heart of this growing school. The school values of community, kindness, aspiration and resilience are lived out by pupils and staff.

The school is ambitious for all pupils. Teachers have strong subject knowledge, and new teachers are well supported as they join the school.”

**Taken from Borough Academy OFSTED Inspection Report
March 2024**

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 everyday 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.



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

Why Haberdashers?

“I am honoured to work at Borough Academy and to be part of a fantastic team that are steadfast in their commitment to our students and local community. As a founding member of staff, I have worked with my colleagues, students and parents to help shape the school values and culture and I believe we have in place a curriculum that is both inclusive and challenging: having been built by staff all of whom a high level of subject expertise and understanding of the science of learning.

Our extra-curricular provision is the best I have seen in my time in teaching, and we make full use of our unique geography and proximity to some of London’s most enriching attractions.

Most importantly our young people are caring, kind, ambitious and fully committed to their learning. It is a genuine pleasure to welcome them through the school gate every morning and to work with them every day.”

**Vice Principal
Haberdashers’ Borough Academy**





Recruitment process and additional recruitment information

Closing date: Thursday 27th March 2025

Interview date: Tuesday 1st April 2025

Start date: September 2025

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 boroughhr@habstrustsouth.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. Please always include your current Head of School's details when applying for a teaching post.

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 shortlisted applicants must inform on all spent and unspent convictions when completing a Disclosure and Barring form. Failure to provide this information may result in dismissal. A Barring Check 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' Borough Academy

For a confidential discussion about this post
or to arrange a visit to our school, please
contact the office on 020 3764 1321 or email
boroughhr@habstrustsouth.org.uk

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

www.habsborough.org.uk

Haberdashers' Borough Academy
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