



Haberdashers'
Slade Green Primary

Assistant Principal Recruitment Pack

April 2024



Together, stronger



Haberdashers'
Academies Trust
South

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Dear Candidate,

Thank you for your interest in this post.

We are a Trust of nine schools, all based in South-East London. Whilst each of our schools maintains its individuality, we share a common mission: to ensure that every single child and young person in our care is successful at school so that they can flourish and be successful in their lives.

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

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

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

We want the best people to join our Haberdashers' community and we are committed to a diverse and inclusive student and staff body. If you are passionate about making a difference and feel that you have the right experience and expertise, I encourage you to apply to join us on our journey.

I look forward to hearing from you.

Jan Shadick
Chief Executive Officer
Haberdashers' Academies Trust South



Dear Candidate,

Thank you for your interest in the post of Assistant Principal at Haberdashers' Slade Green Primary, part of Haberdashers' Academies Trust South. We are dedicated to serving our communities, by providing our children and young people the best education we can, to equip them for their adult lives and as contributors to the society in which they live.

We are looking to appoint an experienced, inspirational and excellent classroom practitioner as an Assistant Principal. You will be responsible for supporting the principal in the overall management of the school, contributing to all aspects of strategic planning and organisation.. The successful candidate will promote a positive school culture and be responsible for leading and motivating staff ensuring high-quality teaching and learning outcomes for all pupils. Exact responsibilities will be designed around the strengths of the successful applicants and the needs of the school.

We take pride in being an inclusive school providing children with a sense of belonging. Our knowledge rich curriculum aims for all children to **'Engage, Enrich and Excel'**, recognising the diversity of our local and wider community. We have great children with outstanding behaviour who are keen to learn and have a sense of respect and responsibility towards each other. Our strong passionate team value the contributions that every individual brings to our school.

We thrive on developing happy and successful partnerships with staff, parents/guardians and children. 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.

We offer a wide range of CPD opportunities, leadership development, coaching and networking within our Trust.

Join the Haberdashers' Academies Trust South and belong to something more.

- An extensive support network, opening doors to countless staff development opportunities.
- An established name, which you can be proud to work for

Slade Green Primary is well placed for good transport links. Local buses pass our entrance, Slade Green train station is just five minutes' walk away and we have cycle racks and a large car park.

You're more than welcome to visit, please don't hesitate to contact the school if you'd like to discuss the post further or want to arrange a tour of the school.

J. Mintram

Jan Mintram
Principal



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.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 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 19 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:	Assistant Principal
Contract type:	Permanent (32.5 hours per week)
Salary:	L3 – L6 (£53,436 - £57,244)
School:	Haberdashers' Slade Green Primary
Location:	Chrome Road, Erith, Kent, DA8 2EL
Hours per week:	Full time
Accountable to:	Principal

Main Purpose

The Assistant Principal will be responsible for supporting the Principal contributing to all aspects of strategic planning, organisation and management of the school. The successful candidate will promote a positive school culture and be responsible for leading and motivating staff ensuring high-quality teaching and learning outcomes for all pupils.

As well as having a class commitment, the Assistant Principal has both academic and pastoral responsibilities. Working in close consultation with the Principal and other members of SLT, you will lead an area of whole school responsibility, a phase of the school and a curricular subject.

Key Responsibilities

You will lead a phase team and be responsible for:

- raising standards and ensuring good progress and achievement of individuals and groups of pupils
- providing professional challenge and support to ensure great learning which is consistent over time;
- having overall responsibility for the personal development and well-being of all the pupils in the team
- monitoring, evaluating and reviewing aspects of education in accordance with the school's agreed policy and protocols;
- providing guidance on the curriculum planning, teaching strategies, feedback and assessment, and enrichment activities to team members;
- providing induction and support with performance management

Strategic direction and development

- Support the principal and other senior leaders in developing and communicating a clear strategic vision
- Feed development priorities into the Senior Leadership Team and play an active role in devising and monitoring the impact of the School Improvement Plan.
- Be an effective member of the Senior Leadership Team and Curriculum Leadership Team
- Keep abreast of educational research and use this to inform school improvement strategies.
- In collaboration with the Senior Leadership Team and Governing Body, write, review and adapt school policies and procedures.
- Set high expectations for your own performance, make a distinctive contribution to the wider school team and continued development of Haberdashers' Slade Green.
- Model the values and vision of the Trust.

Phase/Subject Leadership

- Manage the day to day activities of the delegated areas of responsibility to ensure the school operates in a highly effective and efficient manner.
- Develop action plans in specific areas of responsibility, in order to bring about improvements.
- Contribute to the planning process for the distribution of resources, to ensure they meet the school's identified priorities.
- Contribute to regular evaluation of the impact of the use of resources in relation to the quality of education of the pupils and value for money.
- Ensure that equal opportunities for pupils and staff are effectively promoted.
- Ensuring that the core skills across the phase are maintained to a high standard.
- Lead phase team meetings.
- Lead workshops that engage families in their child's learning and build good relationships with parents.

Role Description

Teaching and Learning

- Be an excellent role model, exemplifying a high standard of teaching and promoting high expectations for all members of the school community.
- Support staff to ensure their planning and assessment procedures are robust.
- Work with the principal to raise standards through staff performance management.
- Lead on the development and delivery of training and support for staff in the areas of teaching and learning – in particular NQTs and UQTs.
- Support the senior leadership team with the processes involved in monitoring and evaluating the quality of teaching and learning taking place throughout the school, (including learning walks and other learning evaluation strategies) to ensure consistent high quality.
- Ensure the systematic teaching of basic skills and the recording of impact, is consistently high across the school.
- Ensure robust evaluation of school performance, progress data and actions to secure improvements comparable to appropriate national standards.
- Exemplify and share best practice.
- Ensure through leading by example the active involvement of pupils and staff in their own learning.
- Develop a culture of independent learning.
- Ensure that new technologies are introduced and deployed effectively across the school and that pedagogy embraces and develops with available technologies.
- Support the provision of residential trips and visits.

Leading and Management

- Instil a strong sense of accountability in staff for the impact of their work on pupil outcomes sustaining high expectations.
- Monitor and evaluate the quality of teaching and standards of pupil's achievement and set targets for improvement where required.
- Lead a range of people in a variety of teaching and support roles, hold all staff to account for their professional conduct and practice and engagement in professional development.
- Show passion and a relentless drive to do the best by the children.
- Contribute to a supportive ethos and stimulating school environment within which all staff are motivated and supported to develop their skills and knowledge.
- Contribute to mentoring/coaching programmes and induction of new staff and ECTs.
- Promote teamwork and to motivate staff to ensure effective working relations.
- Organise all timetables and events and ensure the smooth day to day running of the phase.
- Undertake staff appraisals addressing any underperformance, supporting staff to improve and valuing excellent practice.
- Attend governing body meetings as appropriate.
- Lead key stage/whole school assemblies and supervise key parts of the school day.

General

- Promote equality, diversity and inclusion.
- Promote the single Trust 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 CEO.
- 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 the Trust Safeguarding Policy

Person specification

Education and Training

- Degree and Qualified teacher status
- Recent professional development and training in aspects of school leadership and management.

Experience, Skills and Knowledge

- A proven track record of recent excellent practice across the primary phase over at least three years, preferably in at least two key stages.
- Evidence of raising academic standards across the school as well as strong pastoral support for all pupils in the last three years.
- Demonstrable experience of successful line management and staff development and the ability to motivate and inspire others with passion and enthusiasm to work collaboratively and be driven by the Trust vision.
- Evidence of successful whole school curriculum development that has resulted in better outcomes for all pupils in the school in the last two years and wider whole school management.
- Teaching experience across a range of phases and understanding of high quality teaching, the ability to model this for others and support for others to improve.
- Knowledge of phonics schemes (ideally Read Write Inc), Mathematics mastery, desirable to have knowledge of Reading Reconsidered, Teach like a champion and Rosenshine's principles.
- Thorough up-to-date knowledge of the primary curriculum and its effective implementation
- Experience of planning and delivering high quality school-based training for staff.
- Strong understanding and experience of effective engagement with all parents/guardians.
- An understanding of school improvement
- Data analysis skills and the ability to set targets and identify weaknesses.
- Ability to demonstrate good decision making skills with an ability to identify and implement solutions to problems.
- Clear understanding of leadership commitment and professional integrity.
- Ability to lead by example in all situations, particularly during challenging times.
- Excellent communication and interpersonal skills.

About you

- Ability to motivate, promote good relationships and effectively communicate with all stakeholders.
- Ability to translate vision into practice.
- Ability to prioritise and manage own work load effectively with a high level of resilience.
- Ability to judge when to make decisions and when to consult with others.
- Ability to manage change.
- Approachable, caring and empathetic.
- Works well as part of a team.
- Committed to continuing professional development for self and others.
- Committed to active parental involvement.
- Ability to deal sensitively with people and resolve conflict.
- Demonstrable commitment to supporting and promoting safeguarding, pupil welfare, equality and diversity.
- Commitment to safeguarding and promoting the welfare of children.
- Strong allegiance with the mission and vision of Haberdashers' Academies Trust South.



“I love working at Haberdashers Slade Green because of the supportive team environment.

The culture of the school is vibrant and inclusive making it a great place to work.”

Maeve Kelly, Vice Principal

“I enjoy working within such a culturally diverse community.

I feel that I make a difference to the lives of our children and their families.”

Fran Botley, Inclusion Leader

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.habstrustsouth.org.uk/Benefits

“I came to interview and the questions were more about the holistic experiences of children and that perspective of education just really interested me.

It’s great being part of the Haberdashers’ community because you have all these partner schools and colleagues that you may not necessarily know on a first name basis but its really interesting to learn from each other and share best practice on Trust Inset Days. It’s nice to be a part of a wider community”

Amy Spicer, Reception Teacher
Haberdashers' Slade Green Primary



Recruitment process and additional recruitment information

Closing date: Sunday 28th April 2024 midnight
Interview date: Week commencing Tuesday 7th May 2024
Start date: 2nd September 2024

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 class observation
- A panel Interview

Special Requirements:

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

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 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' Slade Green Primary

For a confidential discussion about this post
or to arrange a visit to our school, please
contact the office on 01322 402 188 or email
sladegreenadmin@habstrustsouth.org.uk

Thank you for your interest in
Haberdashers' Slade Green Primary.
We look forward to receiving your
application.

www.habssladegreenprimary.org.uk

Haberdashers' Slade Green Primary
Chrome Road, Erith, Kent DA8 2EL