



Haberdashers'
Knights Primary

Principal Recruitment Pack

June 2023



Together, stronger



Haberdashers'
Academies Trust
South

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Dear Candidate,

Thank you for your interest in the post of Principal of Haberdashers' Knights Primary.

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 we have set.

Haberdashers' Knights' Primary is a school with great potential. It deserves a Principal who can support staff and pupils in realising this potential and secure the foundations for excellence. You will be someone with a clear vision and an ability to take people with you in bringing this vision to life.

You will be immensely important to the community of Knights' Primary. Your leadership will be open and engaging, in recognition of the significant contribution it will make to the success of the school.

You will work alongside our other Principals and senior leaders as an integral part of the Trust, which will in turn offer you the resources and support you need in order to be successful.

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.

If you would like to speak to me informally about this post, then please do get in touch via my Executive Assistant Yas Affum on y.affum@habstrustsouth.org.uk

I look forward to hearing from you.



Jan Shadick
Chief Executive Officer
Haberdashers' Academies Trust South



About Haberdashers' Academies Trust South



Our mission is simple. We want our children and young people to be successful in their lives. For this to happen, they need to be successful in our schools. This has been our mission since 1876. At that time our moral imperative was to ensure that every child in our care received the best possible education so that they have the best start in life. That imperative remains today, underpinned by our values and our ethos.

Over the next five years we will bring this mission to life through Vision 2026 – ‘Every School An Excellent School’.

Our strategic priorities for the next five years have been set and these are:

- To secure a [high-quality curriculum](#)
- To embed the [Haberdashers' Principles](#)
- To support the development of strong leadership
- To build a strong and effective partnership with the Central Service team
- To build the Haberdashers' brand

In this complex world, we need our children and 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 most vulnerable. We believe that every child and young person can and will succeed.

Our [Haberdashers' Model of School Improvement](#) sets out how we will do this and the key ingredients which ensure an excellent school:

- Leaders who care
- Great People
- Powerful Knowledge
- Individuals with character
- Intelligent insight

TRUST 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 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:	Principal
Contract type:	Permanent
Salary:	Competitive to reflect the level of experience. To be discussed on appointment.
School/ Service:	Haberdashers' Knights Primary
Location:	Ballamore Road, Bromley BR1 5LW
Accountable to:	CEO

About the role

The Principal will lead and inspire excellence in all that the school does. They will support staff in enabling every child to be successful at every stage of their education, ensuring any 'gaps' in learning are addressed and that they are well prepared for the next phase of their education journey. The Principal, along with the Local Governing Board, will be responsible for establishing and implementing the vision and direction of the school, ensuring that the ethos of Haberdashers' Academies Trust South is secure.

Reporting

The Principal will report directly to the CEO. The Local Governing Board and its Chair, in particular, will work closely with the Principal in relation to its responsibility to act as a 'critical friend' of the School and a representative of the Trust. The Principal will keep the CEO fully informed on the progress of the School, and will participate in the agreed Trust appraisal process.

Development and support

Our staff are important to us. We know that without great staff, our children will not be as successful. Therefore, Professional Learning is key to our success. As a new leader within the Trust, you will be supported by a coach and/or mentor and our Directors of HR and Professional Learning will support you in this.

Key responsibilities of the role

Strategic Leadership

- To work as a Principal within the Trust, supporting the Trust ethos, vision and principles
- Define and deliver a clear vision, together with a set of objectives, which enable success in line with 'Vision 2020'
- Ensure accurate school self-evaluation alongside the development of a school improvement plan which is reviewed regularly and enables impact
- Ensure readiness for Ofsted visits
- Uphold the vision, values and agreed behaviours of the Trust
- Contribute to the wider Trust agenda
- Within the context of the Trust, secure the implementation of effective strategies which enable the highest possible standards and outcomes

People Leadership

- Lead on all staff appointments and deployment
- Lead on all staffing issues related to the school
- Ensure a positive culture with the school and Trust
- Manage the performance of staff, ensuring that the appraisal process is implemented and that all staff receive the support they need to achieve excellence
- Ensure clear and effective accountability systems are in place, including line management
- Ensure a full programme of professional learning is implemented, which addresses individual, school and Trust priorities and induction for new staff
- Promote equality and fairness for all staff, ensure open and transparent recruitment and retention processes
- Take responsibility for one's own development

Business Leadership

- Work closely with Central Services and Business Managers to ensure the School is supported effectively
- Ensure budgets are set and managed within agreed guidelines
- Monitor budget spend to ensure that it remains accurately forecast
- Monitor impact of the budget in supporting student progress, particularly for disadvantaged, SEND and vulnerable children
- Implement Trust-wide policies and strategies in relation to areas such as Compliance e.g Finance, HR, IT, Health & Safety
- Manage and utilise the site effectively, ensuring that Health & Safety policies are fully implemented

Community Leadership

- Develop a strong and effective partnership with parents
- Make a strategic contribution to the Trust
- Develop partnerships with local schools, colleges and universities
- Support the development and success of the Haberdashers' Advantage
- Contribute fully to the cluster
- Encourage positive relationships between the School and community
- The Principal may undertake additional tasks as reasonably required by the CEO
- Work successfully and effectively with the Chair of Governors and Local Governing Body

General

- Promote equal opportunities and inclusion, addressing immediately should this fall short in their school
- Report any Safeguarding concerns in accordance with the Trust Safeguarding Policy
- Fulfil the Headteacher Standards
- To prepare an accurate account of the schools performance to a wide range of audiences

Key responsibilities of the role continued...

Education and Training

- Education and professional qualification appropriate to the role of Principal. A degree from a recognised University, professional qualification (e.g PGCE), and ideally a further postgraduate qualification
- Evidence of professional development across career to date

Experience

- Proven track record of successful leadership in a role within a comparative organisation and through a significant period of development
- Proven track record of securing excellence within an educational establishment, as a Headteacher, Principal, Head of School or experienced Deputy Headteacher
- Proven track record of raising pupil outcomes
- Experience of leading and developing colleagues and teams effectively

Knowledge and Skills

- In-depth understanding of school leadership and the improvements needed to achieve excellent outcomes
- Ability to establish clear management and accountability systems and articulate expectations
- Understanding how to analyse and use data effectively

Personal qualities

- 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 all staff feel included and listened to
- Ability to establish and articulate a clear vision in an engaging way
- Determination and resilience
- Sensitivity and empathy. Someone who cares
- Ability and willingness to take responsibility
- High level of inter-personal and communication skills, and the ability to build relationships and influence at all levels
- Commitment to collaborative working
- High expectations of achievement, conduct and behaviour, and a willingness to address situations where these fall short
- An open-minded attitude, sense of humour, energy and enthusiasm
- Commitment to develop self and others
- Commitment to safeguarding and promoting the welfare of children and young people



“Being a member of staff at Knights Primary School is a privilege. The teachers and support staff are all supportive and dedicated professionals.

The children we work with are caring and hard working. The people really make this school a great place to work.”

Mr Allmark, Year 6 Teacher and Mathematics Lead,
Haberdashers' Knights Primary

“When I began my role within Knights Primary School I felt immediately welcomed and supported. All of the staff were kind and helpful which helped me to settle in quickly and enjoy my new role. I have enjoyed getting to know the children who are wonderfully delightful, and I always look forward to seeing what each new day brings.”

Miss A Langton, SEND Administrator,
Haberdashers' Knights Primary

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

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.”

Primary Principal



Recruitment process and additional recruitment information

Closing date: Thursday 29th June 2023 at 9am

Interview date: Thursday 6th & Friday 7th July 2023

Start date: 01 January 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 written task
- A presentation
- Panel interviews

Special Requirements:

If you require reasonable adjustments prior to your interview, these can be arranged by emailing centralhr@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'
Knights Primary

For a confidential discussion about this post
or to arrange a visit to the school, please
contact the CEO's office on 020 4526 4604 or
centralhr@habstrustsouth.org.uk

Thank you for your interest in
Haberdashers Academies Trust South.
We look forward to receiving your
application.

www.habsknightsprimary.org.uk

Haberdashers' Knights Primary
Ballamore Road, Bromley BR1 5LW