



HABERDASHERS'  
ASKE'S

**KNIGHTS  
TEMPLE GROVE**

## 2020-21 Primary Vice Principal Candidate Briefing Pack

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Haberdashers' Aske's Knights Temple Grove



[www.habsknightstg.org.uk](http://www.habsknightstg.org.uk)

## Welcome from our Principal

Dear Candidate,

May I take this opportunity to thank you for expressing an interest in the post of Vice Principal at Knights Temple Grove primary school, part of the Haberdashers' Aske's Temple Grove cluster of schools. This is an exciting opportunity for you to embark on a new role within our Multi Academy Trust.

Haberdashers' Aske's Federation is a Multi-Academy Trust of nine schools, (four secondary and five primary), supported by a Teaching School. These are currently organised as four 'clusters', Knights Temple Grove is part of the Knights cluster which provides schooling for children aged 3-18 with over 1400 children in two schools: Knights Academy (secondary), Knights Temple Grove (primary).

We provide targeted support and a broad education to enable each and every one of our children to reach their full potential and to grow into well-rounded members of our community and aim to ensure all the children and young people who come to our schools:

- Are happy and safe at school and are able to learn successfully within a supportive environment
- Are able to achieve their full potential personally, academically and socially.
- Develop and grow as independent, resourceful and resilient individuals.
- Are equipped with the skills, qualifications and love of learning they will need to be successful in the world they will join as adults.

We are very proud of our school and Federation - it is a uniquely exciting place to be. You will be joining a highly motivated and successful team, receive excellent CPD, and be able to teach enthusiastic children who have a love of learning.

We have high expectations for all our pupils and attainment and progress is at least in line with national expectations across all phases and subjects. This is because we focus on delivering high quality learning experiences through great teaching and a curriculum which our children love.

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

Kindest regards

Jason Ofori  
Principal  
Haberdashers' Aske's Knight Temple Grove

## Our Trust



### **About Haberdashers' Aske's Federation**

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

A cluster leader oversees the central services provision of the cluster, to ensure that all schools within it are supported well.

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

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

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

To find out more about Haberdashers' Aske's Federation, please go to: [www.habsfed.org.uk](http://www.habsfed.org.uk)

## Our Vision



### Federation wide vision

Our vision is built from our values of aspiration and achievement, personal responsibility, self-discipline and mutual respect. We are forward-looking and value innovation, but always within the context of our long tradition of providing excellent education.

**Based upon these values we aim to ensure all the children and young people who come to our schools:**

- Are happy and safe at school and are able to learn successfully within a supportive environment.
- Are able to achieve their full potential personally, academically and socially.
- Develop and grow as independent, resourceful and resilient individuals.
- Are equipped with the skills, qualifications and love of learning they will need to be successful in the world they will join as adults.

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

- Provision of a curriculum that is stretching, relevant and provides each student with the opportunity to excel.
- Excellent teaching, leading to the highest standards of academic excellence.
- The best standards of behaviour based upon our values of mutual respect, self-discipline and self-confidence.
- A respect for tradition that embraces innovation and challenge. High expectations of every member of our community

## Our Sponsors



**The Worshipful Company  
of Haberdashers**

### **The Worshipful Company of Haberdashers**

Our heritage dates as far back as the 1680s. A haberdasher, Robert Aske, left a substantial sum to build a school and educate 20 disadvantaged boys – giving them the chance to better themselves and lead fulfilling lives.

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

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

Find out more: [www.haberdashers.co.uk](http://www.haberdashers.co.uk)



**Temple Grove  
Schools Trust**

### **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](http://www.templegrove.org.uk)

**"Being a member of staff at Knights Temple Grove 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' Aske's Knights Temple Grove**



## Job Role

Job Title:	Primary Vice Principal
Contract Length:	Permanent
Salary:	Leadership Point 8-12 - £58,240 to £63,426
School/ Service:	Haberdashers' Aske's Knights Temple Grove
Location:	Ballamore Road, Bromley
Accountable to:	Principal

### About the role

- To support the Principal in carrying out his responsibilities and to carry out duties as assigned by the Principal.
- To take a lead role in developing the inclusion provision
- To undertake the role of Designated Safeguarding lead, as specified in KCSiE 2020
- To deputise for the Principal in his absence.
- As a leading professional, the post holder will actively promote effective teaching and learning practices across the school.
- To take responsibility for the day-to-day operation of the provision made by the school for all pupils, including those with additional needs, in order to secure high quality teaching and learning and the effective use of resources to bring about high standards of achievement for all pupils.

### Professional Development

Our staff are important to us. We know that without great staff, our children will not be as successful. Therefore, professional development is key to our success. We are fortunate to have our own teaching school (Atlas), where a number of professional development programmes are co-ordinated.

# Key responsibilities of the role

## Strategic Direction

- Work closely with the Principal in formulating and supporting the aims, ethos, vision and policies of the school.
- Work closely with the Principal in the analysis of performance data and in monitoring of the quality of data provided.
- Develop positive working relationships and sustain motivation across the school.
- Develop, implement, monitor and maintain policies and practices which reflect the school's commitment to high achievement and which are consistent with national and school strategies and policies.
- Support the Principal in further developing and maintaining the positive profile of the school both with parents and with the wider community.

## Teaching and Learning

- Provide guidance on a choice of appropriate teaching and learning methods and training relating to the delivery of these methods.
- Teach classes and groups across the school when required.
- Take a lead role in supporting the monitoring and evaluation of teaching and learning across the school and contributing to school self analysis and the completion of the SEF.
- Contribute to the development of improvement plans.
- Develop and implement systems for recording and monitoring individual pupils' progress.
- Ensure the curriculum is developed and implemented appropriately by colleagues and evaluate the impact on teaching and learning.
- Be responsible for the overall monitoring of the curriculum and classroom practice across Key Stages.
- To assist other co-ordinators in the planning and review of programmes of work.
- Undertake monitoring of teaching and learning across the school
- Work with colleagues to promote the behavioural system of the school and to ensure sustained improvement in this area.
- Prepare policy statements, curriculum plans and schemes of work.
- Help colleagues to develop their expertise in a core subject specialism. Monitor the practice throughout the school.
- Plan regular curriculum information meetings for governors. Present reports to Governors.
- Be involved in communicating information to parents

## Leading and Managing staff

- Take responsibility for the leadership of a core subject across the school.
- Have an active commitment to Continuing Professional Development and lead by example in this area.
- Make effective use of staff expertise and assist the Principal in the Continuing Professional Development of all staff.
- Work with colleagues to implement training and mentoring systems to ensure the support and development of all staff.
- Lead curriculum innovation and practice; take a leading role in monitoring, reviewing and evaluating the curriculum to ensure that provision expectations and standards are high.
- Co-ordinate and take day-to-day responsibility for the organisation and management of all staff involved in implementing the school's curriculum.



# Key responsibilities of the role

## Leading and Managing staff continues

- Plan, delegate and evaluate work carried out by teams and individuals, and ensure a consistent approach across the school.
- Ensure issues surrounding the transition of pupils from Foundation to Key Stage 1, from Key Stage 1 to Key Stage 2 and from Key Stage 2 to Key Stage 3 are addressed.
- Promote a creative and collaborative working environment. Create, maintain and enhance effective working relationships.
- Be a team leader of members of staff in the Performance Management (Teacher Appraisal) process as required, liaising with the Principal in this process.
- The post holder will undertake any other duties as reasonably required by the Principal
  
- In addition, during the absence of the Principal the post holder will undertake to the extent required by the Principal or the governing body, the professional duties of the Principal to ensure the effective day-to-day management of the school.

## General

- Promote equal opportunities and inclusion, addressing immediately should this fall short in their School
- Promote the single Federation ethos.
- Promote the school's commitment to the continued professional development of all staff.
- Undertake any duties as may reasonably be required by the Principal or 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 Federation Safeguarding Policy

## 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**

- Successful recent leadership of Inclusion/SEN
- responsibility for raising standards across the whole school
- Good first-hand experience of school improvement planning
- Current knowledge and experience of effective assessment practice and pupil tracking systems
- 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 (Desirable)
- Principal/Curriculum Leader (Desirable)

### **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
- 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

## Knowledge, skills and experience continues



- 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
- Involvement in developing strong formative assessment in classrooms (Desirable)
- 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 (Desirable)
- Experience of mentoring students/NQTs (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?

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

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

## **Providing talent development opportunities**

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

## **Providing a good pension**

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

## **Offering flexible working**

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

## **Supporting your health and wellbeing**

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

## **Actively promoting equality and diversity**

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

**"Knights Temple Grove is a school where children feel safe and happy. All of the adults are passionate about improving children's life chances, and everyone is committed to making learning exciting, memorable and purposeful.**

**This is a school where children and adults alike are encouraged to be aspirational. "**

**Mrs Machaliwa, Deputy Head Teacher,  
Haberdashers' Aske's Knights Temple Grove**



## Recruitment process and additional recruitment information

**Closing date:** Friday 15<sup>th</sup> January 2021, 12pm

**Interview date:** Interviews beginning 21<sup>st</sup> January 2021

**Start date:** April 2021

### **Recruitment Process:**

Once you have submitted your application, it will be assessed against the criteria in the person specification. If you score well against this criteria, you will then be invited to attend an interview. Details will be made available when selected, but the interview is likely to include:

- 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 [federation@haaf.org.uk](mailto:federation@haaf.org.uk)

### **Equality and Diversity:**

We recognise the benefits of a diverse workforce. We are committed to eradicating discrimination in the workplace, becoming an employer of choice, for all staff to believe that they have a voice and be empowered to make a difference

**References:** Before you are invited to interview, we will obtain references from your referees. In order to prevent any delays, please ensure that the reference section of the application form is accurate and completed in full.

**Right to work in the UK:** Section 8 of the Asylum and Immigration Act 2006 makes it a criminal offence for an employer to take on a new employee whose immigration status prevents him/her from taking up employment. If you are invited to attend an interview, you will be asked to produce original and up to date documentary evidence of your right to work in the UK.

**Data Protection:** Any data about you will be held securely with access restricted to those involved in dealing with your application in the selection process. By signing and submitting your application form, you are giving consent to the processing of your data.

**Criminal Convictions:** All education establishments in the UK are exempt from the Rehabilitation of Offenders Act 1974. In practice, this means that all applicants must inform on all spent and unspent convictions on their application form and when completing a Disclosure and Barring form. Failure to provide this information may result in dismissal. List 99 is also obtained on anyone who will be working or coming into contact with children; and must be received by the School before employment can commence.



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For an informal discussion about this post,  
more information or to arrange a visit,  
please contact: [knightshr@haaf.org.uk](mailto:knightshr@haaf.org.uk)

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Thank you for your interest in  
Haberdashers' Aske's Knights Temple  
Grove. We look forward to receiving your  
application.