



Haberdashers'
**Slade Green
Temple Grove**

**2021-22
Phase Leader
Candidate Briefing Pack**

Haberdashers' Slade Green Temple Grove



www.habssladegreentg.org.uk

Welcome from the Principal

Dear Candidate,

Thank you for your interest in Haberdashers' Slade Green Temple Grove, 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 ambitious, highly effective and passionate class teacher looking to advance their career and develop their leadership skills as a KS2 Phase Leader. You will have very high expectations of what can be achieved by all children and a proven record of raising pupil attainment. Leading both a core subject and a team of teachers, you will develop teaching across the school and will be key in our journey to improve the outcomes for children in our local community.

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 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 Temple Grove 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 me if you'd like to discuss the post further or want to arrange a tour of the school.

Jan Mintram



Ms Jan Mintram
Principal | Haberdashers' Slade Green Temple Grove



About Haberdashers' Academies Trust South



We are a multi-academy trust consisting of four secondary schools and five primary schools and have been educating children and young people since 1876.

Our moral imperative at that time was to ensure that every child in our care received the best possible education in order to make the best start in life. That moral imperative remains today, underpinned by our values of aspiration and achievement, personal responsibility, self-discipline and mutual respect.

In a complex world, we need our children and young people to be as well equipped for their future as possible so that they can flourish. We will support them to become compelling individuals so that by the time they leave us they will have experienced a range of opportunities that not only build their mind but also build their character.

We are proud to be a diverse community and take seriously the need to ensure that every child, young person and adult connected with our schools feels included, welcomed and listened to. This is an important part of who we are and our commitment to equality and fairness. This commitment remains at the forefront of our work.

To find out more about Haberdashers' Academies Trust South, please visit: www.habsfed.org.uk

VISION 2026 Every School an Excellent School

It is the Trust's vision for all of our schools to be excellent schools. Our mission is to ensure that every one of our children and young people flourishes at school so that they can be successful in their lives.

Our three main objectives are:

- Excellent outcomes for all children and young people so that they can be successful in their next steps and future lives;
- To be regarded as a great employer, attracting, retaining and developing the best staff;
- To be the Trust of choice and a welcome presence in our communities.

To find out more about our Vision and Strategy, please visit: <https://www.habsfed.org.uk/Our-Vision-and-Strategy>

Our Sponsors

Our sponsors are a huge part of the culture within our schools.

The links with our sponsors are a unique and special part of what makes Slade Green Temple Grove what it is today.



The Worshipful Company of Haberdashers

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

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

Being part of the Haberdashers' community is very important to us as a school. The Haberdashers' come and visit us each year to hear from the children, to see what has been happening in our school and to celebrate our achievements. The Haberdashers' Company supports pupils, past and present, as they progress through their educational and professional journey, which offers our pupils something truly unique.

Find out more: www.haberdashers.co.uk

Temple Grove Schools Trust



Temple Grove Schools Trust is a charitable trust dedicated to raising standards for primary education. The Trust was founded some 50 years ago and springs from one of the country's oldest prep schools, Temple Grove founded in 1810. The Trust seeks to provide all children with a breadth and depth of learning opportunities in order to realise individual aspirations and potential.

Our primary schools are extremely fortunate to have a partnership with the Temple Grove Schools Trust. Schools benefit from bursaries that allow us the opportunity to give our children learning experiences they may not get at other schools; including music lessons, professional coaches and multiple trips.

Find out more: www.templegrove.org.uk

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

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”

Emily Gyimah, Executive Principal
Haberdashers' Hatcham Temple Grove



Job Role

Job Title:	KS2 Phase Leader (Class Based)
Contract Length:	Permanent
Contract Type:	Full time/ part time / term time only etc
Salary:	Main Scale or Upper Scale + TLR
School/ Service:	Haberdashers' Slade Green Temple Grove
Location:	Chrome Road, Slade Green
Accountable to:	Vice Principal

About the role

- To lead planning, teaching and learning and assessment within the phase/key stage ensuring the highest standards of education for all of the children.
- To lead a curriculum area within the school, delivering a clear vision for the curriculum area and managing team effectively
- To undertake duties described in the Job Description for Class Teacher.
- To actively participate in whole school self review and development and school improvement planning.
- To contribute to the vision and ethos of the school

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 can offer you an exciting, stimulating environment to develop yourself and your practice. We are able to offer a comprehensive, progressive programme of continuing professional development, including access to National Professional Qualifications. For the right candidate, there are many opportunities to grow your ambition and progress into subject leadership and team leadership.

Key responsibilities of the role

Key Responsibilities

- You are required to fulfil the professional role of a Class Teacher which is specified in the latest version of the School Teachers' Pay and Conditions Document. You are also required to:
- Work with the leadership team to monitor and evaluate the quality of teaching and be responsible for raising standards of attainment within your phase;
- Take responsibility for the development and monitoring of the curriculum provision throughout the phase, liaising appropriately with subject leaders, class teachers and previous and subsequent phase leaders.
- Have accountability to the Principal and Governing Body for standards in the phase; regularly analyse the pupil progress and attainment data for the phase; discuss with phase members their pupils' progress and attainment;
- Establish good relationships, encourage good working practices and support and lead teachers in the key stage;
- Lead, support, motivate and direct support staff working within the key stage;
- Oversee all aspects of the phase organisation and management, including chairing meetings, in order to ensure that school policies and practices are being delivered;
- Lead by example in all areas of the curriculum; • Monitor the standards of behaviour within their year group and across the phase;
- Oversee the pastoral care of pupils in the phase; • Liaise with the Inclusion Lead to contribute to the planning and organising of the work of the LSA, in order to have a positive impact on pupil progress.
- Liaise closely with other phase leaders to ensure continuity and progression across the phases;
- Oversee the induction process of new members of staff within the phase;
- Adhere to the DfE Teachers' Standards;
- Attend SLT meetings, as required, and report back to staff when necessary

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 Leadership Team.
- 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

Education and Training

- Qualified teacher status
- Evidence of recent professional development impacting on quality of teaching and pupil outcomes
- NCSL Leading from the Middle or equivalent leadership qualification with evidence of impact on teaching and learning or a willingness to undertake a leadership qualification

Key responsibilities of the role

Experience

- Experience of implementing the Nation Curriculum 2014
- Experience of a range of summative and formative assessment procedures
- Experience of leading and managing a team within a school.(desirable)
- Experience of Statutory Assessment (eg. EYFS Profile, Phonics Screening, SATs)
- Experience and knowledge of school development planning
- Experience of target setting for a phase using data analysis
- Experience of mentoring or supporting colleagues
- Experience of monitoring and evaluating the quality of learning and teaching with positive outcomes for teachers and learners
- Proven ability to maximise resources, including human resources, to impact pupil progress
- 3 years full time teaching experience
- Experience of organising/delivering teacher or support staff training (desirable)
- Experience of performance management and appraisal (desirable)
- Experience of supporting whole school behaviour management (desirable)

Knowledge and Skills

- An excellent classroom practitioner able to model good/outstanding teaching
- Evidence of high level of expertise in teaching and learning
- A working knowledge of strategies and techniques for raising pupil attainment generally including different groups of pupils notably SEN, EAL and Ever6.
- Knowledge and experience of a range of teaching and learning styles which reflect structured sequences of learning to include cross curricular and skills focused learning.
- Knowledge and understanding of ICT for learning and leadership/management
- Active involvement in the development of school policies
- Evidence of a growth mindset – recognising the ability for themselves and others, including colleagues and learners, to improve
- Clear vision of education in a wider context
- Clear set of values to create a positive learning ethos
- Examples of wider reading and educational issues and how this has impacted learning
- Training in leadership and management issues and skills with practical examples of impact (desirable)
- Clear understanding of the educational and political landscape; recognising the impact in schools (desirable)
- Able to maximise potential of all staff (desirable)
- Knowledge and understanding of leadership and management procedures (desirable)

Key responsibilities of the role

Personal qualities

- High expectations and a commitment to raising standards of attainment for all pupils
- Commitment to equal opportunities and equal value for students and colleagues
- Examples of professional resilience, and positivity
- Able to embrace change and help others to manage the change process
- Good organisational and personal management skills
- Able to work effectively as part of teams at all levels
- Able to work independently and proactively
- Strong interpersonal and communication skills: ability to lead, motivate, challenge and inspire colleagues and give feedback in a supportive manner
- Able to build team capacity
- Able to establish credibility with all staff
- Able to establish positive relationships with parents, carers and governors
- Adaptable to changing circumstances and new ideas
- 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

Knowledge, skills and experience



Education and Training

- Formal Teaching Qualification recognised by the DfE or other appropriate qualification.
- National qualification for SENCOs or willingness to achieve this
- Evidence of continuing professional development; attendance on course, INSET, action research, personal study etc.
- Current Designated Child Protection Officer certification (or is willing to undertake this training on successful appointment)

Experience

- Exemplary classroom practitioner with a successful record of teaching across the primary range
- Ability to provide professional leadership and management of a staff team and contribute to the work of other teams to secure high quality teaching, effective use of resources and improved standards of learning and achievement for all pupils across the school.
- Experience of working with pupils with a range of SEND and inter agency working.
- Successful record of implementing effective behaviour management strategies for groups and individuals with SEND
- Successful record of writing EHCP's and delivering effective individual support plans
- Experience of safeguarding of children in an educational setting
- Experience of developing policies and development plans
- Of using and analysing data effectively

Knowledge and Skills

- Substantial primary teaching experience.
- Thorough understanding of learning needs throughout the primary phase and ability to draw on knowledge of interventions, resources and training to support pupils who aren't achieving their potential.
- Knowledge of the National /EYFS curriculum and relevant SEN legislation
- Knowledge of effective strategies to include and meet the needs of SEND and EAL pupils
- Able to lead and support other staff within the school, ensuring staff and resources are effectively deployed.
- Knowledge of a range of strategies for dealing with and managing pupils with social, emotional, and mental health needs
- Excellent understanding of assessment for learning and strategies for SEND pupils
- Knowledge of monitoring and evaluating performance and use of tools for the interpretation and analysis of data to inform school improvement and raise achievement of pupils
- Thorough knowledge of the SEND code of practice, statutory needs assessments (EHCPs), the

Knowledge Skills and Experience

- allocation of support and resources, top up applications and funding.
- Demonstrable commitment to inclusive teaching and learning with high expectations for all learners.
- Knowledge and understanding of working with multi-agency partners to develop positive outcomes for children and their families

- **Personal qualities**

- Able to motivate, promote good relationships and effectively communicate with all stakeholders
- Enthusiasm and stamina to maintain and drive the systemic routines and provision for children with SEND
- Able to prioritise and manage own work load effectively.
- Able 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.
- Able to deal sensitively with people and resolve conflict.
- High level of resilience

Why Haberdashers?

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

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

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

“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 Federation Days. It’s nice to be a part of a wider community”

Amy Spicer, Year 5 Teacher
Haberdashers' Slade Green Temple Grove



Recruitment process and additional recruitment information

Closing date: Tuesday 26th April 2022, 12pm

Interview date: Interviews Wednesday 4th May 2022

Start date: 1st September 2022

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:

- Written tasks
- Classroom visits
- Classroom observation
- Panel Interviews on a variety of topics

Special Requirements:

If you require reasonable adjustments prior to your interview, these can be arranged by emailing sgtgadmin@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: SGTGadmin@haaf.org.uk

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