



HABERDASHERS' ASKE'S

KNIGHTS ACADEMY



2019-20

SOCIAL WORKER RECRUITMENT PACKAGE

www.habsfed.org.uk

From the Executive Principal

Dear Candidate,

Thank you for your interest in the post of Social Worker. This is an excellent opportunity to make a major contribution to the Academy's continued success.

We are looking for a Social Worker to take a strategic lead in maintaining high standards and aspirations. You will promote positive change in children and families lives by using social work methods, models and tools, with the aim of helping them to manage risks of abuse and neglect and be able to make a contribution to whole school development through monitoring and supporting the progress of each student.

Haberdashers' Aske's Knights Academy is a vibrant, diverse school community with a relentless focus on high expectations and aspirations as one of the early sponsored Academies, with the addition of the primary phase, in 2010. We serve the families of the local community in the London Borough of Lewisham and Bromley and are part of the Haberdashers' Aske's Federation Trust, a hard Federation of oversubscribed 3-18 schools in the South East of London, the other schools being Haberdashers' Aske's Hatcham College, Haberdashers' Aske's Crayford and Haberdashers' Aske's Borough Academy.

The Federation currently comprises of four secondaries and five primary schools organised in four clusters, which totals over 5,000 students and 600 staff. The scale of expertise and leadership across our Federation gives us enormous capacity. It is this capacity that has resulted in the success of the Federation, and it is this capacity that allows us to mount new ventures and allows our staff to take on new opportunities and rapid development trajectories.

Our school and our Federation is a uniquely exciting place to be and I hope that you decide to join us in our current phase of rapid development and growth.

Dr Tesca Bennett
Executive Principal
Haberdashers' Aske's Knights Academy

From the Chief Executive

A message from the Chief Executive

A very warm welcome to Haberdashers' Aske's Federation. We are a Multi-Academy Trust of four secondary schools and five primary schools organised in four clusters:

- Borough Academy: Borough Academy
- Crayford Cluster: Crayford Academy, Crayford Temple Grove and Slade Green Temple Grove
- Hatcham Cluster: Hatcham College, Hatcham Temple Grove and Hatcham Temple Grove Free School
- Knights Cluster: Knights Academy and Knights Temple Grove

Our schools are in the London Boroughs of Lewisham and Bexley and educate over 5,000 children and young people in south-east London. All our schools have a single vision and ethos and are committed to valuing tradition, as well as progress, and promoting excellence in every area of school life, and to ensuring every student in our care fulfils their potential. We have a strong ethos based on mutual respect and responsible behaviour.

Our Principal Sponsors, the Worshipful Company of Haberdashers, take a keen interest in the welfare and progress of our students and are extremely generous with their support and expertise.

Being part of a Multi Academy Trust

Our Federation brings together primary and secondary schools in an innovative and ambitious way. United by a single Trust Board, Chief Executive, Finance Director and Director of Performance, our three all-through clusters are autonomous schools with their own Principals and senior leadership teams.

At the same time, links develop at every level and in every area of school life. There are excellent opportunities for sharing resources, learning from each other and student and teacher exchange. The Federation is at the cutting edge of national educational initiatives, committed to research and development and to adopting creative solutions that will benefit all students. All our students are inspired to reach their full potential, no matter their ability or background; aspirations and achievements are constantly raised; the improvement of standards reflects the needs of the local and wider communities, through the highest quality academic, personal and vocational teaching and guidance. We build on the strengths and experiences of our schools so that our students become independent learners, fully equipped for the opportunities, challenges and responsibilities of adult life in the 21st century and well prepared to be the leaders, professionals and parents of tomorrow.

Mr Adrian Percival
CEO



Our Vision

The Haberdashers' Aske's Federation is a Federation of four all-through clusters, each at the heart of their community that share a vision for the education of children and young people. 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 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

“We are forward-looking and value innovation within the context of our long tradition of providing excellent education.”

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

- Provision of a curriculum that is stretching, relevant and provides each student with the opportunity to excel.
- High expectations of every member of our community.
- 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.



Role Description

Social Worker

We are looking for an individual who understands that all children are entitled to be successful and one who will be relentless in ensuring all children feel safe and secure. You will have a positive impact in students' lives, enabling them to develop in strong and independent learners. You will play a key role in our Pastoral team to support vulnerable families, to access support services and to improve outcome of all pupils.

We are looking for calm, organised and flexible individuals to fulfil the important role of Social Worker within our Academy.

The Social Worker will:

- promote positive change in children and families lives by using social work methods, models and tools, with the aim of helping them to manage risks of abuse and neglect.
- undertake initial and comprehensive assessments of children at risk and children in need using the assessment framework, to plan how those needs will be met, to support them with putting those plans in to action and review those plans and reassess needs.
- be the principal Deputy Designated Safeguarding Lead and in doing so be the lead professional in complex cases that would benefit from a qualified children's social worker -particularly child protection, care proceedings and looked after children cases.
- establish and develop collaborative working with health, social care and voluntary and community organisations and promote and model effective inter-agency working arrangements to ensure children are protected from harm.



Role Description

Key responsibilities

- To manage a complex and challenging caseload of children and families, which includes carrying out effective social work in cases with multi-agency input, complex family or organisational dynamics, multiple problems or disadvantages and multiple and significant risk factors.
- To undertake the full range of assessment, care planning, implementation and reviewing activity in relation to children at risk, children in need, children subject to a child protection plan and looked after and previously looked after children.
- To recognise and act on safeguarding concerns relating to children and contribute to the response to such concerns – including leading on making referrals to social care, the police and other agencies.
- To receive referrals/concerns and ensure that appropriate and timely action is taken, in accordance with safeguarding procedures.
- To be a source of support, advice and expertise to staff on matters of safeguarding, mental health and well-being and whether to make a referral to relevant agencies.
- To keep the Executive Principal and Designated Safeguarding Lead informed of all matters relating to safeguarding - especially ongoing enquiries under section 47 of the Children Act 1989 and police investigations.
- To support the Vice Principal to fulfil the Academy's responsibilities to promote the educational achievement of looked after and previously looked after children on its roll. This includes being the lead professional for looked-after and previously looked-after children.
- To keep accurate records in accordance with policy, good practice and national standards (including the monitoring of performance and quality).
- To lead professional supervision of pastoral staff and undertake peer supervision arrangements.
- To attend, prepare for and make constructive use of supervision and appraisal meetings.
- To undertake responsibility for projects or areas of work in agreement with the Vice Principal.
- To organise and plan work activities taking into account competing demands and priorities and to keep the Vice Principal apprised of any difficulties.
- To identify where needs cannot be met due to unavailability of resources or because of inadequate financial provision and to make the Vice Principal aware of this.
- To be responsible for the collation of identified information required for the monitoring of activity, performance and quality and to prepare and present reports and assessments to meetings of colleagues, reviews and panels.
- To keep all skills and knowledge relevant to the post up-to-date, in order to be able to meet the requirements of the role; participate in training and development activities; and undertake training to maintain the requirements of professional social work registration (this will include keeping up-to-date with relevant law, regulations and guidance and acting in line with it).



Role Description

Key responsibilities continued

- To work flexibly in undertaking the duties and responsibilities of this role and participate as required in groups and task teams (some of which may involve working across disciplines, or with colleagues from across partner organisations).
- To keep all skills and knowledge relevant to the post up-to-date, in order to be able to meet the requirements of the role; participate in training and development activities; and undertake training to maintain the requirements of professional social work registration (this will include keeping up-to-date with relevant law, regulations and guidance and acting in line with it).
- To work flexibly in undertaking the duties and responsibilities of this role and participate as required in groups and task teams (some of which may involve working across disciplines, or with colleagues from across partner organisations).
- To undertake other duties within the post's scope of responsibilities that might be reasonably requested from time to time.
- To be a model of high professional standards in all aspects of school life.

General responsibilities

- To work within the Academy framework with regard to Health and Safety
- To promote equal opportunities in the Academy
- To promote the ethos of the Federation / Academy
- Be aware of and assume the appropriate level of responsibility for safeguarding and promoting the welfare of children.
- To support the Academy's commitment to the continued professional development of all staff
- Report any safeguarding concerns in accordance with the Federation's safeguarding policies
- To undertake any additional duties as may reasonably required by the CEO or Principal



Criteria	Essen- tial	Desir- able	How identified and assessed*
Education/qualification and training			
Professional qualification in social work and must be registered with the Health & Care Professions Council (or any successor body).	✓		AP,I, R
Will be able to demonstrate high level communication skills	✓		AP,I, P
Experience, Knowledge/Skills			
Will demonstrate the ability to both lead and/or to work within teams	✓		AP,I
Thorough knowledge of proposed and actual legislation, statutory regulations and Government guidance and standards relevant to children in need.	✓		AP,I, P
Be able to think on your feet, react quickly and effectively to potential situations	✓		AP,I
Use your initiative on a continuous basis to communicate confidently and effectively with students and other members of staff	✓		AP,I
Experience of direct work with children and young people - including successfully managing complex and challenging cases.	✓		AP,AS,I,R
Experience of assessing the needs of children and young people.	✓		AP,I, R
Personal characteristics/other requirements			
Has keen organisational skills and the ability to multi task	✓		AP,I,R
Will demonstrate high level communication and literacy skills	✓		AP, AS,I, R
Able to listen to instructions which may be delivered briefly and at speed, taking on new information quickly.	✓		AP,I, R
Is a 'can do' person who works positively and collaboratively	✓		AP, I, R
Will be able to demonstrate professionalism of the highest order	✓		AS,I,R
Is committed to individual learning pathways and assessment for learning	✓		AP,AS,I, R
Can relate well to students, creating rapport. Experience of multi-disciplinary working.	✓		AS,I,R
Be able to complete reports such as incident report form, behaviour diary, progress	✓		AS,I,R
Commitment to safeguarding and promoting the welfare of children and young people	✓		AP,AS,I,R

* AP: application, AS: assessment, I: interview, P: presentation; R: references



Recruitment Schedule

- Closing date: 24th February 2020 - 12:00pm
- Interview date: From 26th February 2020

Recruitment Process

Once you have submitted your application, it will be assessed against the criteria in the person specification. If you attain high scores you will then be invited to attend an interview assessment.

This may include:

- Psychometric assessment
- Biographical and competency based interview
- Classroom observation
- Visit around the school
- Case study
- Presentation
- Software tests

References

Before you are invited to interview, the academy will obtain references from your referees. In order to prevent a delay 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.

Additional Recruitment Information

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 exempted 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 Academy before employment can commence.

Equality and Diversity

We recognise the benefits of a diverse workforce such as ideas and talent. We are committed to eradicating discrimination in the workplace; and becoming an employer of choice.

Newly Qualified Teachers (NQTs)

NQT's who have been qualified for less than 12 months are welcome to apply for our teaching vacancies.

Special requirements

If you require reasonable adjustments prior to your interview, these can be arranged by emailing knightshr@haaf.org.uk and where practical we will support your request.

Visiting the Academy

If you are successfully shortlisted to attend an interview you will be given the opportunity to have a tour of the school.



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**KNIGHTS
ACADEMY**



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