



HABERDASHERS'
ASKE'S

**KNIGHTS
ACADEMY**

2020-21 Social Worker Candidate Briefing Pack

Haberdashers' Aske's Knights Academy



www.habsknights.org.uk

Welcome from our 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 school clusters in the South East of London, the other schools being Haberdashers' Aske's Hatcham College, Haberdashers' Aske's Crayford Academy and Haberdashers' Aske's Borough Academy which opened in September 2019.

The Federation currently comprises of four secondary, five primaries and a teaching school, 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



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 Academy 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

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

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 Worshipful Company
of Haberdashers**

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

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.



**Temple Grove
Schools Trust**

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

“Being a member of the team at Knights makes you feel a part of something that will actually change the lives of our young people. Every single person is determined to make a difference and that’s what makes us special”

**Mrs J Leech, Personal Assistant to Executive Principal,
Haberdashers’ Aske’s Knights Academy**



Job Role

Job Title:	Social Worker
Contract Length:	Full Time - Permanent
Salary:	Scale 6 -7 S21-28 (£30,348 – £35,541), negotiable for the right candidate
School/ Service:	Haberdashers' Aske's Knights Academy
Location:	Launcelot Road, Bromley
Accountable to:	V Principal

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.

Key responsibilities of the role

- 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
- 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.

Key responsibilities of the role

General responsibilities

- To respect and actively promote equality of opportunity in line with the policy of the Federation.
- To respect support and actively promote the vision & ethos of the Federation. To act as a positive representative of and ambassador for the Federation in its contacts with outside bodies and organisations.
- To cover for absent colleagues as requested by the line manager within the areas of the posts remit and if required in exceptional circumstances to cover for aspects of the work of the Administration Officer, Principals PA or the Business Manager.
- To undertake any other duties as required within the grading and remit of the post and to actively assist to cover staff sickness or other absences as required by the line manager.

Knowledge, skills and experience



Education and Training

- Professional qualification in social work and must be registered with the Health & Care Professions Council (or any successor body).

Experience

- Thorough knowledge of proposed and actual legislation, statutory regulations and Government guidance and standards relevant to children in need.
- Be able to think on your feet, react quickly and effectively to potential situations
- Use your initiative on a continuous basis to communicate confidently and effectively with students and other members of staff
- Experience of direct work with children and young people – including successfully managing complex and challenging cases.
- Experience of assessing the needs of children and young people.
- Can relate well to students, creating rapport. Experience of multidisciplinary working.

Knowledge and Skills

- Will demonstrate high level communication and literacy skills
- Will demonstrate the ability to lead and work within teams
- Have the ability to motivate and build a rapport with a range of people
- Able to listen to instructions which may be delivered briefly and at speed, taking on new information quickly.
- Has an understanding of the issues around confidentiality
- Has the ability to work and stay calm under pressure and handle a diverse workload
- Be able to complete reports such as incident report form, behavior diary, progress

Personal qualities

- Will be able to demonstrate professionalism of the highest order
- Is a 'can do' person who works positively and collaboratively
- Will demonstrate the ability to both lead and/or to work within teams
- Commitment to safeguarding and promoting the welfare of children and young people

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. 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.

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

“When you join as a member of staff at Knights, you become a part of the 'Knights family'. The welcome and support I received upon joining, from every corner of the academy, helped me to settle in quickly and feel successful straightaway. Our students are curious and ambitious, and they help make the school a great place to work.”

Ms K Ennew, Teacher of English
Haberdashers' Aske's Knights Academy



Recruitment process and additional recruitment information

Closing date: 18th April 2021, 12pm

Interview date: week beginning 19th April 2021

Start date: April/ May 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 knightshr@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.



HABERDASHERS'
ASKE'S

KNIGHTS ACADEMY

For an informal discussion about this post,
more information or to arrange a visit,
please contact knightshr@haaf.org.uk

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