

# Hampton Gardens

Hartland Avenue, Hampton Gardens, Peterborough, PE7 8HR



**Post 16 Leader  
Recruitment Pack  
December 2020**



## Hampton Gardens School

Hartland Avenue, Hampton Gardens, Peterborough, PE7 8HR.

Hampton Gardens is an 11-19 free school which opened in September 2017 to an initial intake of 180 Year 7 students. When full the school will accommodate 1200 students in years 7-11 and 300 students in Sixth Form. Hampton Gardens is part of the Hampton Academies Trust who also run the highly successful and popular Hampton College.

Required for September 2021

### Post 16 Leader TLR 1a - £8,291

We are looking to recruit an enthusiastic and committed Post 16 Leader. The ideal candidate will have passion, experience and creativity to support students in achieving their academic and personal best. This is an exciting leadership opportunity where you will continue to drive the success of our growing Sixth Form.

We are seeking to appoint an outstanding Post 16 Leader:

- To lead and develop the Sixth Form with its first intake from Hampton Gardens Year 11, alongside the collaboration with Hampton College
- To support 16+ students in their learning and personal development
- To assist with the Year 11 into Year 12 recruitment process
- To coordinate students' transition from the Sixth Form to their next destination
- To ensure attainment and progress remains high post-16

#### What we can offer you in return:

- A fantastic working environment where students are enthusiastic and want to learn. All our schools have modern buildings, with light and airy classrooms, outstanding facilities and are situated at the heart of the community.
- We value our staff and recognise the importance of providing ongoing training opportunities. As a growing Trust we are also able to offer opportunities for promotion and fresh challenges as new roles arise regularly.
- Our active Staff Wellbeing Group creates an effective channel for staff to be heard, and underpins our commitment to cultivating a supportive working environment which allows staff to flourish and achieve their full potential.
- Our extensive induction programme supports staff every step of the way.
- Full access to the Health Assured Employee Assistance Programme which is designed to help staff deal with any personal or professional problems. Staff have access to free legal advice, medical information, counselling sessions, online self-help tools, factsheets and the wellbeing portal.

For further details please visit the HAT website: <http://www.hamptonacademiestrust.org.uk/jobs/>

**Closing date: Monday 11 January 2021**

*Hampton Academies Trust is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. The successful candidate will be required to undergo an Enhanced Disclosure and Barring Service Check from the Disclosure and Barring Service (DBS).*



## Letter from Head of School

December 2020

Dear Applicant

Thank you for requesting details for the position of Post 16 Leader at Hampton Gardens.

We are looking to recruit an enthusiastic, committed and resilient practitioner to join the team in leading the school on its journey to becoming an established, outstanding school serving the community of Hampton East and the village of Yaxley. This is a unique and exciting opportunity for those wishing to develop their career in this area of school life in a new school which opened in September 2017.

Reporting to the Trust Director of Sixth Form, the successful candidate will have significant input into the development of our Post 16 offering as the school continues to grow.

The Post 16 Leader will share the Trust's vision that every student will leave Hampton Gardens with excellent academic outcomes and a clear purpose for the next stage of their lives.

The successful candidate will be an inspirational teacher with a proven track record of leading students to achieving outstanding results. They will embrace creativity, innovation and will always be looking for the very best practice in teaching, as well as contribute to the wider life of the school.

Our recruitment pack gives details of the post, the recruitment process and also the history and development of Hampton Gardens and the Hampton Academies Trust. I hope you will be inspired to apply for this exciting opportunity and look forward to receiving your completed application.

In the meantime, if you have any queries please contact our HR Department on [jobs@hamptonacademiestrust.org.uk](mailto:jobs@hamptonacademiestrust.org.uk).

Yours sincerely

Alastair Greenwood  
Head of School



## Information about Hampton Academies Trust

The **Hampton Academies Trust** was formed in September 2014 when Hampton College became a convertor academy and formed a multi-academy trust. One of the drivers for conversion was to allow us to bid for other local opportunities. In September 2015 following a competitive bid process, we were named by Peterborough City Council and Cambridgeshire County Council as the preferred education provider for the new secondary school in the locality, Hampton Gardens.

Our vision is to be a locality based, cross-phase MAT. The Trust's latest new school project, Hampton Lakes Primary School, opened in September 2019 to reception children and is located on the new development to the east of the A15, near Teardrop Lake. The name of the trust reflects our local focus and we have no current plans to expand our operations beyond the Peterborough area. We are not a corporate MAT (and do not want to be) and neither are we part of a regional/national chain. Our vision is to retain our 'homegrown' status and manage our growth in a sustainable way. We believe that MAT working can be most successful when you concentrate on what you know best, in the community you are invested in.

### Vision and Values

Our vision as a Trust is to meet the needs of our students and equip them to fulfil their potential.

#### We value people:

- Our schools will be welcoming places, at the heart of our community, valuing all people and their talents, beliefs and cultures equally;
- Students will feel safe and respected as individuals at school; they will feel happy to come to HAT schools to learn;
- All staff will feel valued, informed and involved in decision making;
- Parents and carers will feel well informed, and involved in their child's education.
- We recognise families as sources of love and care for their members, and as the basis of a society in which people care for others.

#### We value learning:

- HAT schools will provide for high quality teaching and learning, involving challenging and enjoyable activities; this will enable our students to think, and to produce high quality work;
- Our curriculum will cater for a wide range of ability and talent, and will provide students with a broad, general education of the highest quality. We will provide an outstanding choice of extra-curricular activities.

#### We value positive behaviour:

- HAT schools will have a positive ethos, which emphasises respect, responsibility and participation;
- Students will be encouraged to grow spiritually, morally, socially and culturally;
- We will place a high emphasis on maintaining positive relationships with students based on honesty and fairness;
- We will expect all members of the HAT school community to act with courtesy, respect and good manners;
- We will emphasise the pleasure in learning, and we will do our best to make sure that fun is part of the experience for all at HAT schools.



#### **We value health:**

- HAT schools will promote the importance of healthy living, and we will emphasise its impact on learning;
- In all areas of operation, HAT will stress the importance of healthy eating; students will be encouraged to drink water in most classes;
- All school sites are no-smoking areas at all times;
- We believe that the health and safety of students, staff and visitors are of paramount importance, and they will always be our first considerations;
- We will work with students, parents/carers and relevant external agencies to promote safe travel to and from school;
- In the interest of safety, students will receive clear messages about items that should not be brought onto HAT premises, or on school visits.

#### **We value leadership:**

- HAT schools will be well governed, managed and led, having excellent relationships with other schools and agencies. Resources will be used effectively to support learning;
- Students will be offered opportunities to show responsibility, and to develop leadership skills.

#### **We value our community:**

- HAT schools will emphasise the opportunities and responsibilities that life in a large community can bring;
- We will make our facilities available to members of our community for learning and for leisure;
- HAT schools will enhance community life;
- Students will be made aware of the positive roles they can play in our global community;
- Students will learn to respect religious and cultural diversity.

#### **We value our environment:**

- We will provide an outstanding learning environment: stimulating, colourful and well cared for;
- Students will learn to respect their environment at a local, national and international level.

#### **We value the future:**

- We will develop the next generation of citizens and leaders, willing and able to play active roles in their communities;
- We will lead out into the world young people who feel positive about themselves and demonstrate a passion for life, who respect the rights of other people and who are ready to make their mark.

## **Information about Hampton Gardens**

Hampton Gardens is an 11-19 free school, which opened in September 2017. Currently there are 211 students in year 7, 207 students in year 8, 205 in year 9 and 175 in year 10, with a small number of Sixth Form students (56). When full, the school will accommodate 1200 students in years 7-11 and 300 students in Sixth Form.

Hampton Gardens operates its Sixth Form jointly with Hampton College, which is located on a neighbouring site. Students are able to access courses and provision available in both schools. It



is planned to expand Sixth Form provision over the coming years with full capacity expected by approximately 2023/24.



### Hampton Gardens' Facilities

Hampton Gardens was handed over to the Trust in August 2017. The state of the art school buildings and grounds include the following design features:

- A full size floodlit 3G all-weather pitch, suitable for a range of sports
- An auditorium for performances and assemblies, with retractable seating
- A stunning double height library/learning resource centre at the heart of the school
- An exceptionally well-equipped Science department, including show laboratories for regional events
- An outside amphitheatre and attractively landscaped grounds for sport and for students to enjoy at break and lunchtimes



Classrooms are airy and light and are all equipped with interactive facilities. The school hall provides an impressive public space, with seating capacity for 400 people; the grounds are attractive and spacious and are utilised well at break and lunchtimes in fine weather.

### Ofsted

It is the trust's aspiration that all of its schools are, or are working towards being rated as *Outstanding* by Ofsted. We are clear that the expectation for Hampton Gardens is that it should be *Outstanding* from the outset.



**Curriculum Plan:** The curriculum for Key Stage 3 and 4 can be accessed via the prospectus or school website. We are committed to offering a broad and balanced curriculum to allow students to access the full national curriculum. The school operates a two year Key Stage 4 with a wide range of subjects available in both traditional GCSEs and vocational pathways. Over time, Hampton Gardens will offer KS5 options which complement Hampton College and allow all trust students access to a wide and stimulating range of courses and extra-curricular opportunities across the two schools. The Sixth Form runs completely collaboratively with Hampton College. Every effort is made to offer a strong extra-curricular programme in a range of areas. There is also an enrichment week at the end of the summer term, which will include the possibility of residential trips abroad and in the UK.

**The School Day:** All lessons are one hour.

8.30am	Morning Registration/Assembly
8.45am	Period 1
9.50am	Period 2
10.55am	<b>Morning Break</b>
11.15am	Period 3
12.20pm	Period 4
1.25pm	<b>Lunch Break</b>
2.05pm	Period 5 (Afternoon Registration)
3.10pm	<b>End of School</b>

## Curriculum

Below are the details for Hampton Gardens' Key Stage 3 provision.

### Key Stage 3

Students have 25 one-hour lessons each week. The timetable is run over a one-week cycle and the allocations of time to subjects are:

#### National Curriculum Core Subjects

	English	Maths	Science	ICT
<b>Year 7</b>	3	3	3	1
<b>Year 8</b>	3	3	3	1
<b>Year 9</b>	3	3	3	1

#### National Curriculum Foundation Subjects

	Tech	PE	MFL	Drama	Music	RE	Hist	Geog	Art	PD
<b>Year 7</b>	1	2	3	1	1	1	2	2	1	1
<b>Year 8</b>	1	2	3	1	1	1	2	2	1	1
<b>Year 9</b>	1	2	3	1	1	1	2	2	1	1

### Key Stage 4

Students have 25 one-hour lessons each week. The timetable is run over a two-week cycle and the allocations of time to subjects are:



## Core Curriculum

	English	Maths	Science	PE	PD/RE
Year 10	4	4	4	2	1
Year 11	4	4	4	2	1

## Additional Curriculum

Students choose 4 additional subjects from a number of subjects which can be a mixture of GCSE and vocational subjects. Each option choice has the equivalent of 2.5 teaching hours a week. This is split into 2 lessons one week and three the next, following the two-week timetable cycle. All subjects offered in Key Stage 4 will have pathways for students to continue their studies at Hampton Gardens or within the Trust at post 16

## Key Stage 5 Curriculum

Currently students who study OCR Technical Level 3 courses in Health and Social Care or IT from the Hampton Academies Trust curriculum offer are Hampton Gardens Sixth Form students. Potentially the number of courses will increase until Hampton Gardens Year 11 students move into Year 12 with a full curriculum available. The current offer across the Trust is a combination of A level and vocational courses that offers a range of courses that will develop learning from Key Sage 4. Each subject has 5 hours of teaching per week, as well as 5 hours of registered silent study a week and 1 hour of Personal Development a fortnight.

## **Key Staff**

### **Al Greenwood - Head of School, Hampton Gardens**

Al Greenwood moved over to join Hampton Gardens in January 2017 in the new role of Head of School. He joined Hampton College as one of the founding members of staff in 2005 and has been a senior leader since 2007. In 2011 he became Deputy Headteacher of Hampton College. He has made an outstanding contribution to Hampton College with particular emphasis upon supporting learners to achieve to the best of their ability. Al leads Hampton Gardens School on a day to day basis, as well as developing the strategic direction of the school.

### **Sharon Gilligan - Deputy Head of School, Hampton Gardens**

Sharon Gilligan took up the post of Deputy Head of School in September 2018. Sharon has worked in Peterborough for over twenty years. Previously Sharon work as an Assistant Headteacher in a local school, supporting students to achieve the best possible outcomes. In her new role, Sharon will have overall responsibility for students' welfare and wellbeing.

### **Jody Lapish - Assistant Head of School, Hampton Gardens**

Jody Lapish took up the post of Assistant Head of School in September 2019. Jody has worked in the London Borough of Redbridge for the last 4 years as Lead Pastoral Leader. Prior to this she has worked in Cambridgeshire carrying out the role of Head of Year for many years. In her role at Hampton Gardens Jody will lead on student behaviour and welfare, focusing on ensuring students achieve their aspirations and potential during their journey through their Secondary education.



### **Holly Willetts - Assistant Head of School, Hampton Gardens**

Holly was appointed as Assistant Head of School with responsibility for the development of Teaching and Learning across the school with effect from September 2020. Holly joined Hampton Gardens in September 2018 as Head of History, having been Head of History, Advanced Skills Teacher and Lead Practitioner in another Cambridgeshire school. Holly will work with the whole school community to provide students with the skills and knowledge to achieve their future aspirations and prepare them to contribute positively to society.

### **Simon Walls - Trust Director of Sixth Form**

Simon took up the post of Trust Director of Sixth Form in September 2019. Simon has worked in Peterborough schools for over twenty years. Prior to joining the Trust Simon worked in a local school as Head of Post 16 provision. This previous experience has been pivotal to providing a strategic vision for building the provision of HAT sixth form and preparing Hampton Gardens for the expansion of our post sixteen provision in September 2022.

### **Helen Price - Executive Headteacher, Hampton Academies Trust**

Helen has been at HAT's first school, Hampton College, since it opened in 2005. She was the school's original Deputy Headteacher and took over as Headteacher in 2011. In 2014 when the school converted into a multi-academy trust, Helen became the Executive Headteacher. In January 2017 Helen relinquished the day to day running of Hampton College and moved across full time into her trust role.

## **The Sixth Form Aims**

The curriculum at Key Stage 5 allows students to specialise in subjects increasingly focused on their future aspirations and we aim for our Post 16 curriculum provision to be both aspirational and inclusive. By sharing facilities and staff across Hampton College and Hampton Gardens School we are developing a wide range of courses, appropriate to our students' needs and interests. Students have can study an academic, vocational or combination Pathway that cover most subject areas available. This enables them to progress to the next step of their development, whether that is university, apprenticeship or employment.

## **Safer Recruitment**

Hampton Academies Trust is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. The successful applicant will require an enhanced disclosure from the Disclosure & Barring Service.

For more information please refer to:

[Hampton Gardens: Safeguarding and Child Protection Policy](#)

[HAT: Recruitment & Selection Policy & Procedure](#)

## **Equality & Diversity**

The Governing Body of Hampton Academies Trust is committed to promoting equality of opportunity for all staff and job applicants. We aim to create a supportive and inclusive



working environment in which all individuals are able to make best use of their skills, free from discrimination or harassment, and in which all decisions are based on merit.

We do not discriminate against staff on the basis of age; race; sex; disability; sexual orientation; gender reassignment; marriage and civil partnership; pregnancy and maternity; religion, faith or belief. (Equality Act 2010 protected characteristics). The principles of non-discrimination and equality of opportunity also apply to the way in which staff and Governors treat visitors, volunteers, contractors and former staff members.

For further information please refer to the school's [Equality & Diversity Policy \(Staff\)](#).

## Promotion Opportunities

As an expanding trust there are permanent posts and opportunities for promotion which arise regularly.

## Applications

Please download an application form from the school website:

[www.hamptonacademiestrust.org.uk/jobs/](http://www.hamptonacademiestrust.org.uk/jobs/)

Please complete an application form, and also enclose a letter of application outlining how your skills and experience meet the requirements of the person specification. Applications should be sent to:

HR Department  
Hampton Gardens School  
Hartland Avenue  
Peterborough  
PE7 8HR

Tel: 01733 246700 ext. 1029

OR apply by e-mail to [jobs@hamptonacademiestrust.org.uk](mailto:jobs@hamptonacademiestrust.org.uk)

**Application Closing Date: Monday 11 January 2021**



## Job Description

<b>Post Title:</b>	<b>POST 16 LEADER</b>
<b>Grade:</b>	TLR 1a
<b>Main Purpose:</b>	To support 16+ students in their learning and personal development
<b>Responsible to:</b>	Trust Director of Sixth Form
<b>Responsible for:</b>	Team of tutors Sixth Form Support Team

### Relationships with:

- Hampton College Post 16 Team
- SLT
- Heads of Department
- Staff working groups
- Other Post 16 providers
- LRC Coordinator
- SENCO
- Director of Finance and Resources (COO)
- Support staff
- Teachers
- Parents
- Designated Safeguarding Lead
- Post 16 Peterborough Partnership Group
- Universities, UCAS, Apprenticeships
- WRL & Careers Coordinator
- LA / DfE / RSC Advisors
- PD Coordinator

### ACCOUNTABILITIES:

#### For the Sixth Form Team:

- To provide leadership and support for the team of Form Tutors including chairing the Sixth Form Team meetings.
- To monitor the performance of Form Tutors and use of Tutor Time.
- To check that Tutor periods of absent Form Tutors have been adequately covered.
- To assist the Director of Sixth Form to coordinate and lead INSET activities which ensure that Form Tutors are able to carry out specialist 16+ tasks, such as completing UCAS references.
- To coordinate and monitor the performance of the Sixth Form Support Staff.

#### For individual students:

- To get to know all students in Years 12/13 as well as possible.
- To liaise closely with the Head of Careers and Heads of House on post-16 destinations.
- To promote and monitor the personal and academic development of all students.



- d) To encourage and praise individuals in accordance with school policy.
- e) To ensure the maintenance of appropriate student records with regular up-dating and filing.
- f) To use the Trust's Management Information System to log events and coordinate tracking data electronically, in accordance with policy.
- g) To oversee the preparation of references and transfer information of 16+ students, for university, training and employment.
- h) Meet with teachers, students and parents where appropriate to drive the academic success and personal well-being of all individuals.

#### **For the Sixth Form year groups:**

- a) To insist on the highest standards of conduct in order to ensure a calm, working environment in the school, and to create an atmosphere conducive to learning.
- b) To ensure a very high level of attendance and punctuality in the year groups.
- c) To achieve the highest standards of appearance in the Year Groups, including full compliance with Sixth Form dress code.
- d) To ensure a strong emphasis on praise and rewards.
- e) To ensure that individual study time is used effectively.
- f) To manage the dedicated 16+ learning and study spaces in the school.
- g) To lead on the Sixth Form Induction Process i.e. whilst students are in Year 11 and when they initially join in Year 12.
- h) To lead and coordinate the UCAS application process.

#### **Sixth Form organisation:**

- a) To encourage a range of activities which will help to develop a sense of community both as part of the Year Groups, and as part of the school e.g. charity fund-raising events, Sixth Form Social Events etc.
- b) To co-ordinate year 12/13 events, such as Parents' Evenings.
- c) To assist in Post 16 promotion and recruitment activities.
- d) To promote and co-ordinate opportunities for the Year Groups to take responsibility.
- e) To ensure that the Sixth Form Student Ambassadors are elected by secret ballot, meet regularly, send representatives to School Council, and report back regularly.
- f) To liaise with the Trust Director of Sixth Form when monitoring the Sixth Form budget.

#### **Provision:**

- a) To be an active member of local 16+ networks, as appropriate.
- b) To plan and implement a programme of activities in Tutor periods.
- c) To organise a programme of Sixth Form Assemblies and timetabled Enrichment periods which contribute to the Spiritual, Moral, Social and Cultural education of students, and to keep an accurate record of Assemblies that have taken place.
- d) To ensure that appropriate follow up action is taken in relation to effort grades/reports.
- e) To ensure that data about attendance and attainment about students who attend courses at partner institutions are passed on to students, parents and carers and are stored appropriately. To ensure that data about students from other schools, who are following 16+ courses here, are passed on to their 'home' school.



- f) To assist with the monitoring of the quality of Sixth Form Teaching and Learning through Learning Walks, Work scrutiny, student feedback, observations etc., as instructed by the Trust Director of Sixth Form.

#### **Communications:**

- a) To communicate with parents, other teachers or outside agencies as necessary, ensuring that such contacts are prompt and recorded. Any parental concern about bullying must receive a response within 24 hours (the 24 hr. turn-around rule).
- b) To ensure that information about a student's health or personal circumstances is promptly disseminated to those in contact with that student.

#### **Teaching:**

- a) To undertake an appropriate programme of teaching.

#### **GENERAL NOTES**

- a) The aforementioned responsibilities are subject to the general duties and responsibilities contained in the statement of Teachers' Terms and Conditions of Employment and are additional to the general duties and responsibilities of a teacher;
- b) These accountabilities do not direct the particular amount of time to be spent on carrying them out and no part of them should be so construed;
- c) These accountabilities are not necessarily a comprehensive definition of the post. They will be reviewed at least once per year and may be subject to modification or amendment at any time after consultation with the holder of the post.

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## Person Specification

**POST TITLE:** POST 16 LEADER

### THE PERSON:

We are keen to appoint an enthusiastic Post 16 Leader to lead a highly successful department as the school and trust develops. It is likely that you already hold a position of responsibility within your department and are ready to make the move to middle leadership.

You will have a strong commitment to extra-curricular work and a commitment to personalised intervention. We would welcome any contribution you could make to these activities and initiatives at Hampton. Above all, we wish to appoint an imaginative and enthusiastic teacher, who will lead a department and will continue to deliver excellence.

You will be an outstanding classroom teacher. You will be interested in developing your practice, trying out new strategies in your teaching and be willing to take risks.

You will love working with young people, and you will relish the satisfaction that comes from helping them to develop and learn. The successful candidate will be an integral part of the school, leading by example and maintaining positivity, drive and enthusiasm. You can expect the support needed to develop your career.

	<u>Essential</u>	<u>Desirable</u>
<u>Qualifications</u>	<ul style="list-style-type: none"> <li>• Qualified teacher status or recognised equivalent</li> <li>• Degree qualification</li> <li>• Evidence of continuous professional development</li> </ul>	<ul style="list-style-type: none"> <li>• Good honours degree (2:1 or above)</li> </ul>
<u>Experience</u>	<ul style="list-style-type: none"> <li>• Successful teaching record which demonstrates high standards and the ability to raise attainment</li> <li>• Leading colleagues in a departmental initiative or school working group</li> <li>• Experience of supporting and developing the practice of others</li> <li>• Experience of teaching a wide range of abilities</li> <li>• Use of Data in education to track student progress and set targets for improvement</li> <li>• Relevant teaching experience or teaching practice</li> <li>• Experience of teaching a wide range of abilities</li> </ul>	<ul style="list-style-type: none"> <li>• Held a position of responsibility with a post-16 remit</li> </ul>
<u>Knowledge and understanding</u>	<ul style="list-style-type: none"> <li>• Extensive knowledge of current education legislation, Ofsted</li> </ul>	

	<p>framework, best practice, national trends and innovation</p> <ul style="list-style-type: none"> <li>• An understanding of effective practice in relation to post-16 provision</li> <li>• The theory and practice of providing effectively for the individual needs of all children (e.g. classroom organisation and learning strategies)</li> <li>• Statutory National Curriculum requirements at the appropriate Key Stage</li> <li>• The monitoring, assessment, recording and reporting of pupils' progress</li> <li>• The statutory requirements of legislation concerning Equal Opportunities, Health &amp; Safety, SEN and Child Protection</li> <li>• Effective teaching and learning styles</li> </ul>	
<p><b><u>Skills</u></b></p>	<ul style="list-style-type: none"> <li>• Skilled in the use of Microsoft Office programs</li> <li>• Ability to use ICT as a learning/admin tool</li> <li>• Ability to use innovative teaching methods to aid student learning</li> <li>• Effective communication skills, written and verbal</li> <li>• Strong organisational skills</li> </ul>	