HABERDASHERS'
ASKE'S FEDERATION

Haberdashers' Aske's Hatcham College

Teacher of Business and Economics

RECRUITMENT PACK

A MULTI-ACADEMY TRUST

www.haaf.org.uk

About us

A Message from the Chief Executive

A very warm welcome to Haberdashers' Aske's Federation. We are a growing Multi-Academy Trust of three secondary schools and five primary schools organised as three all-through 3-18 academies and a primary free school:

Haberdashers' Aske's Crayford Academy

Haberdashers' Aske's Knights Academy

Haberdashers' Aske's Hatcham College

Hatcham Temple Grove Free School

Our schools are in the London Boroughs of Lewisham and Bexley and educate over 5,000 children and young people in south-east London. We are opening a new secondary school in the London Borough of Southwark in September 2019. 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 school 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. To work effectively as a group at this scale, we depend upon effective communication within and between our schools and externally. Improving the effectiveness of our internal and external communications is a key priority of our five-year strategy. This role, reporting to the Director of Performance and the Director of External Affairs, is critical to the success of that goal.

The focus of our strategy is on using communication as a means to delivering our overall aims, which are set out on the next page. For that reason this post brings together responsibilities for communication with overall responsibility for ensuring compliance with our full range internal policies and procedures and statutory requirements.

In both aspects of this role you will need to work with and through others across the organisation. By harnessing the power of key staff and senior leaders in all our schools you will play a key role in helping us achieve our ambitious goals.

Statement of values, aims and ethos

The Haberdashers' Aske's Federation is a Federation of three all-through clusters of primary and secondary schools each at the heart of their community. They share a vision for the education of children and young people 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 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 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

Our Five-Year Strategy

Our five-year strategy for 2018-2023 sets ambitious goals for our Multi-Academy Trust. We want children in our schools to make rapid progress at all stages of their education (primary, secondary and sixth form) compared to their peers in other schools and as a result achieve excellent outcomes in their qualifications. To achieve this our strategy has six priorities:

- To fully align the curriculum and its assessment across our Federation from Year 1 to Year 11
- To establish our Atlas Teaching School as the provider of school improvement services within the Federation and as the provider of first choice in the local area beyond the Federation
- To create a sector leading Analysis and Insight service within the Federation
- To ensure our sixth forms are highly effective and financially viable
- To ensure our communication systems are efficient, reliable and effective
- To ensure our multi-academy trust has the structure to ensure high standards are sustainably delivered

Role Description

Teacher of Business and Economics

Start date:	September 2019
Salary:	UPS/MPS + ILW
Length of post:	Permanent
Location:	South London
Accountable to:	Curriculum Director

Summary of the overall purpose of the job

The core purpose of this post is to contribute to the continuing development of the Business and Economics curriculum and to the overall development of the department. It is expected that the successful candidate will consistently plan and deliver outstanding lessons within the department.

We are seeking to appoint someone who:

- has highly effective teaching skills
- has the ability to work as a part of a team and contribute to the department's development
- strives for excellence in all aspects of work
- is highly skilled in business and economics and to be able to use these skills appropriately as a tool in the teaching of Business and Economics
- sets high standards and expectations of colleagues and students
- is passionate, energetic, versatile and creative about their subject and teaching in general
- is fully committed to teaching in an College set within a hard federation context
- has experience of teaching Business and Economics at KS3 to KS5
- is committed to students continuing to study Business and Economics beyond Key Stage 4 and 5
- has ideas for motivating interest and enhancing provision for students at all levels of ability
- will play a full and active role in the development of the new College
- is committed to individual learning pathways and assessment for learning
- has a commitment to developing lunchtime and after school activities
- is an innovator – excited by change, able to turn innovative thinking into practical and successful classroom outcomes
- is committed to cross curricular collaboration across the College where appropriate

Detailed Responsibilities

Key responsibilities and objectives of the job

- To support the School's aims and maximise the progress of all students in Business and Economics.
- Accountable for Curriculum delivery, progress and achievement in Business and Economics in Key Stage 3 to 5.
- To work within and contribute to established College and department frameworks for
    - lesson planning, delivery and evaluation
    - student behaviour and care
    - student assessment
- To actively contribute to the teaching of Business and Economics across all age and ability ranges
- To consistently plan and deliver good and outstanding lessons, ensuring that a variety of teaching resources are utilised
- To contribute to the development of innovative, challenging schemes of work
- To ensure that students' work is marked regularly and conscientiously, in accordance with the academy marking policy
- To set and mark internal examinations and tests as required
- To demonstrate good knowledge of a wide range of teaching methods and to implement these in the classroom
- To be fully committed to and actively contribute to the department enrichment activities programme
- To provide accurate information for parents as directed by the College and to attend parents' evenings and other presentation meetings as directed
- To carry out the roles and responsibility of a tutor as directed by the pastoral team

General responsibilities and objectives

- To work within the academy framework with regard to Health and Safety
- To promote equal opportunities in the College
- To actively promote the aims and ethos of the Federation / College
- To support the College's commitment to the continued professional learning of all staff
- To undertake any additional duties as may reasonably required by the CEO or Principal

To be aware of and assume the appropriate level of responsibility for safeguarding and promoting the welfare of children and to report any concerns in accordance with the Academy's safeguarding policies.

This job description reflects the core activities of the role and as the Federation and the post-holder develop there will inevitably be changes in the emphasis of duties. It is expected that the post-holder recognise this and adopt a flexible approach to work and be willing to participate in training.

If changes to the job become significant, the job description should be reviewed formally by the post-holder and line manager.

Date JD was agreed:

May 2019

Person Specification

Criteria	Essential	Desirable	HOW IDENTIFIED AND ASSESSED AP Application AS Assessment I Interview P Presentation R References
Education/qualification and training			
Is a well-qualified graduate	•		AP,I, R
Can teach Business and Economics at KS3 and KS4	•		AP,I, R
Knowledge/skills			
The ability to teach some ICT.		•	AP,I, R
Knowledge of how current trends can be analysed by the A level syllabus.		•	AP,I, R
Experience			
Experience of the UCAS application process and an understanding of academic requirements for Business and Economics related courses at university.		•	AP,I, R
Experience of teaching Business and Economics A Level at KS5	•		AP,I, R
Can motivate students at all levels of ability, thus ensuring that all students fully access the Business and Economics curriculum	•		AP,I, R
Personal characteristics/other requirements			
Will play a full and active role in the wider development of the Academy		•	AP,I, R
Is committed to individual learning pathways and assessment for learning		•	AP,I, R
Has a commitment to developing lunchtime and after school activities		•	AP,I, R
Is an innovator – excited by change, able to turn innovative thinking into practical and successful classroom outcomes		•	AP,I, R
Is committed to cross curricular collaboration across the Academy		•	AP,I, R
Is a strong team player		•	AP,I, R
Is a 'can do' person who works positively and collaboratively	•		AP,I, R
Strives for excellence in all aspects of work	•		AP,I, R
Sets high standards and expectations of colleagues and students	•		AP,I, R
Is passionate, energetic, versatile and creative about their subject and teaching in general	•		AP,I, R
Is fully committed to teaching in an academy set within a federation context	•		AP,I, R

Recruitment Process

Key dates

The selection process will take place according to the timetable below.

Role Advertised	24th May 2019
Application closing date	2nd June 2019
Interview date:	Applications will be reviewed as they are received until the post is filled

Format of Applications

Applications must be made via TEs jobs online form or by using the application form which can be downloaded from the vacancies page of our web site www.haaf.org.uk

Further information

If you would like more information about the post or our organisation, please contact hatchamhr@haaf.org.uk for a confidential conversation.

Other Recruitment Information

References

The Federation 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.

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 un-spent 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 anymore 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.

Special Requirements

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

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