

# Assistant Head of School Information Pack

February 2019



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# Letter from Head of School

February 2019

Dear Applicant

Thank you for requesting details for the permanent position of Assistant Head of School at Hampton Gardens.

The successful candidate will be joining the school at an exciting time as it continues to grow until we reach full capacity in 2021. We are looking to recruit for September 2019, an enthusiastic, committed and resilient leader to join the leadership team on its journey to becoming an established, outstanding school. You will have a proven track record, be an innovator who has led change to improve children's outcomes, a great teacher who cares deeply about the prospects of the young people under our care, and someone who is passionate about education within a comprehensive system.

This is an excellent opportunity for someone seeking their first senior leadership role or for an existing senior leader wishing to broaden their areas of experience in management. In your letter of application, you should detail your skill set, experience and state the areas of responsibility where you feel you can make an impact.

Working closely with me and the Deputy Head of School, you will be able to help shape the strategic direction of the school ensuring a committed focus on raising attainment and progress for all pupils within a caring and aspirational environment. You will benefit from working with a strong team of teachers and support staff in a purpose built, exceptional learning environment. All staff at the school 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, offering support and advice to meet and surpass their dreams and aspirations.

Our recruitment pack gives details of the post, the recruitment process and also the history and development of Hampton Gardens and 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 or would like to arrange a visit to the school before the application deadline, please contact our HR Department on 01733 246824.

Yours sincerely



Alastair Greenwood  
Head of School

# Information about Hampton Academies Trust

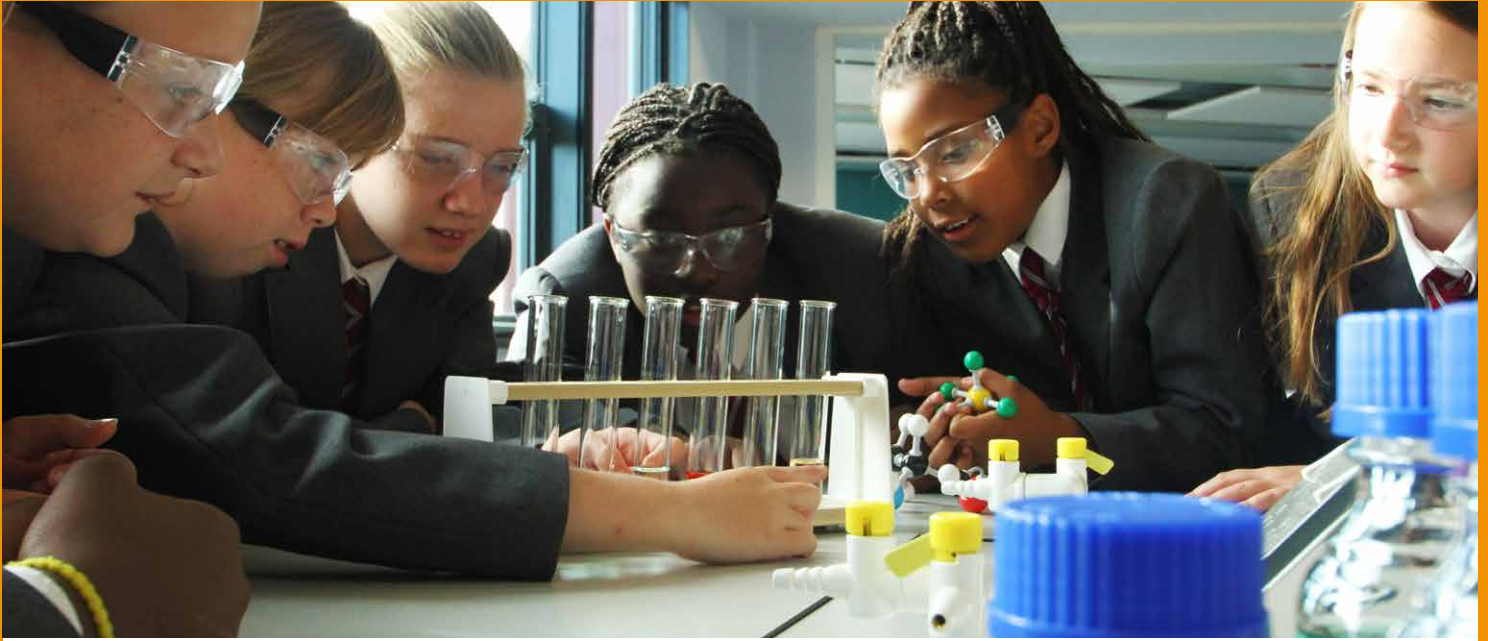
The Hampton Academies Trust was formed in September 2014 when Hampton College became a convertor academy and formed a multi-academy trust. One of the drivers for conversion was to allow us to bid for other local opportunities. In September 2015 following a competitive bid process, we were named by Peterborough City Council and Cambridgeshire County Council as the preferred education provider for the new secondary school in the locality, Hampton Gardens. In March 2016 we were successful in our free school bid which secured a significant amount of capital funding to build the new school and building commenced in January 2016.

This development enables us to provide an excellent education for the children and young people of the area, as well as offering our staff unrivalled promotion and professional development opportunities.

Our vision is to be a local based, cross -phase MAT. We intend to grow our MAT in the medium term, and have been successful in a free school bid to design and run the primary provision on the new Hampton East development. The Trust's latest new school project, Hampton Lakes Primary School, is due to open in September 2019 to reception children and will be 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



## 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

Hampton Gardens is a new 11-19 free school, which opened in September 2017, currently there are 210 students in year 7 and 180 students in year 8, with a small number of Sixth Form students (28). The school will grow each year until it reaches capacity. 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. The Hampton Gardens Sixth Form opened in September 2018 with a small number of Year 12 students and a few courses delivered on 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 is a brand new school which 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.

### **Vision and Values:**

Since opening the trust's first school, we have emphasised two key themes: 'People' and 'Learning'. We believe that positive working relationships are the key to effective learning, and we work hard to ensure that students and staff feel safe, valued and happy in their work.

### **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 is the same as that at Hampton College (see prospectus or school website). Over time, Hampton Gardens will offer KS4/5 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 will run 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	12.20pm	Period 4
8.45am	Period 1	1.25pm	Lunch Break
9.50am	Period 2	2.05pm	Period 5 (Afternoon Registration)
10.55am	Morning Break	3.10pm	End of School
11.15am	Period 3		

### **Community:**

Hampton Gardens will make an important contribution to putting 'heart and soul' into the new Hampton East development, and bringing the community together. We will be a venue for learning and leisure and we will develop a range of activities and events to meet local need. We also work in partnership with Vivacity, who operate a public library and sports centre on our Hampton College campus.







## Key Senior Team Members at Trust Level and School Level

### School Senior Leadership Team

#### **Al Greenwood - Head of School**

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. As part of this new role, 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.

#### **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.

## Admissions

As a Free School, the Hampton Academies Trust is the admissions authority for Hampton Gardens.

Applications are processed through the Peterborough City Council and Cambridgeshire County Council coordinated admissions scheme.

Hampton Gardens is a new secondary free school which opened in September 2017 with 180 students, to serve the communities of Yaxley and Hampton East. The school will grow over time to include years 7-13.

### Admission number

The free school has an admission number of:

- **210 for entry in Year 7 in 2019**
- **100 for entry in Year 12 in 2010**

The free school will accordingly admit this number of pupils if there are sufficient applications. Where fewer applicants than the published admission number(s) for the relevant year group are received, the local authority will offer places at the free school to all those who have applied.

### Admissions Over-subscription criteria:

When the free school is oversubscribed, after the admission of pupils with an Education, Health and Care plan naming the school, priority for admission will be given to those children who meet the criteria set out below, in priority order:

1. Looked after children and children who were previously looked after but immediately after being looked after became subject to adoption, a child arrangements order, or special guardianship order.
2. Children living in catchment with a sibling on roll at the time of admission
3. Children living in Catchment
4. Children of members of staff, provided that they have been employed for a minimum of two years and/or are recruited to fill a vacant post for which there is a demonstrable skills shortage.
5. Other children with a sibling on roll at the time of admission
6. Other children

## 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
Year 7	3	3	3	1
Year 8	3	3	3	1
Year 9	3	3	3	1

#### National Curriculum Foundation Subjects

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

## 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 246820 ext 102

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

**Application Closing Date: 9.00am on Monday 25 February 2019**

# Job Description

<b>Post title:</b>	<b>ASSISTANT HEAD OF SCHOOL</b>
<b>Grade:</b>	<b>L14 – L18</b>
<b>Responsible to:</b>	Executive Headteacher/Head of School/Deputy Head of School
<b>Relationships with:</b>	Teachers Governors Teaching Assistants Support Staff Senior Leadership Team Head of Departments and other Middle Leaders Parents External Support Agencies

## Main Responsibilities

### Strategic Development and Leadership

1. Contribute positively to the discussion and development of school policy in meetings;
2. Promote school policy in discussions with staff, students, parents, governors and the local community;
3. Share the responsibility for implementing school policy and the day to day organisation of the school;
4. Line management of relevant staff;
5. Take a full and active part in school life;
6. Set an example of high professional standards;
7. Respond to student incidents;
8. Be flexible and work outside / beyond the job description as the need arises.
9. Attend Governing Body meetings as required.

### RESPONSIBILITIES OF POST HOLDER

To be decided once the process has been completed

## 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.

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).

# Person Specification

## The Post: Assistant Head Of School

Criteria	Essential	How Measured?	Desirable	How Measured?
<b>Qualifications and professional development</b>	<ul style="list-style-type: none"> <li>Degree</li> <li>Qualified Teacher Status</li> <li>Evidence of continuous professional development</li> </ul>	AF & D AF & D AF & D	<ul style="list-style-type: none"> <li>Good Honours degree (2.1 or better)</li> <li>Qualification in Educational Leadership</li> <li>Evidence of advanced professional practice.</li> </ul>	AF & D AF & D AF & I
<b>Experience</b>	<ul style="list-style-type: none"> <li>A leading classroom practitioner</li> <li>Significant experience of successful leadership</li> <li>Experience of leading a team, including performance management</li> <li>Experience in mentoring colleagues</li> <li>Expertise in leading staff training</li> <li>Experience of coaching staff</li> </ul>	AF & I AF & I AF & I AF & I AF & I AF & I	<ul style="list-style-type: none"> <li>Five years experience of line managing staff</li> <li>Experience of taking sole leadership of a whole school initiative, and seeing it through to a successful conclusion</li> <li>Relevant 'life experience' e.g. time spent in industry etc.</li> </ul>	AF & I AF & I AF & I
<b>Knowledge and Understanding</b>	<ul style="list-style-type: none"> <li>Knowledge and understanding of the principles and practice of effective teaching and learning styles</li> <li>Secure understanding of how to analyse school performance data and effectively use it to inform school improvement</li> <li>Ability to analyse and evaluate systems effectively and suggest, implement and lead change where appropriate</li> </ul>	I I I	<ul style="list-style-type: none"> <li>Some knowledge of Primary School, 'all through' Schools or Federation settings</li> </ul>	I
<b>Personal qualities and skills</b>	<ul style="list-style-type: none"> <li>Emotional Intelligence</li> <li>Able to motivate others and sustain your energy and enthusiasm over the course of long projects</li> <li>Ability to manage difficult conversations in a sensitive manner</li> <li>Accomplished user of ICT as a learning/admin tool</li> <li>Strong communication skills, written and verbal</li> <li>Strong organizational skills</li> <li>Able to produce paperwork of high quality for external partners</li> </ul>	I I I I I I I	<ul style="list-style-type: none"> <li>Ability to offer extra-curricular activities and support college events</li> <li>Ability to contribute to regional training such as our Leading Edge Programme</li> </ul>	I



## Assistant Head of School Job Summary

<b>Title:</b>	Assistant Head of School
<b>Salary Range:</b>	L14 – L18 (The teaching load for an Assistant Head of School is approximately 12 contact hours per week)
<b>Employer:</b>	Hampton Academies Trust
<b>School Type:</b>	Academy (11-19)
<b>Location:</b>	Hartland Avenue, Hampton Gardens, Peterborough, PE7 8HR
<b>Contract Type:</b>	Full Time
<b>Contract Term:</b>	Permanent
<b>Start Date:</b>	September 2019
<b>Closing Date:</b>	9.00am Monday 25th February 2019

# Recruitment Process

Application packs are available from our website [www.hamptongardens.org.uk](http://www.hamptongardens.org.uk) or by contacting the HR Department on 01733 246824.

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  
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PE7 8HR

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

Applications to arrive no later than **9.00am on Monday 25 February 2019**.

Interviews will take place **week commencing 11 March 2019**.

## School Visits

If you would like to arrange a visit prior to making your application please contact the HR department on 01733 246824 or via email: [jobs@hamptonacademiestrust.org.uk](mailto:jobs@hamptonacademiestrust.org.uk)

Please note that these visits are informal and not part of the selection process and are at the candidates own expense.



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

Tel: 01733 246824 | Email: [jobs@hamptonacademiestrust.org.uk](mailto:jobs@hamptonacademiestrust.org.uk)  
Website: [www.hamptongardens.org.uk](http://www.hamptongardens.org.uk)