



The Sunday Times Independent School of the Year 2017  
**The Haberdashers' Aske's Boys' School**  
Nurturing Excellence

The Haberdashers' Aske's Boys' School requires for September 2017 -



## Aske - Princeton International Fellowship Full-time



The Haberdashers' Aske's Boys' School has an established partnership with Princeton University to provide one paid fellowship annually. The precise nature of the role will be shaped to fit the strengths of the candidate appointed. As with all our interns/fellows, this is a supernumerary post. The fellow will assist with academic activities, teaching support, educational research and bring, to our provision, a motivating presence and the inspiration of the highest standards of scholarship.

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## Applications

If you wish to discuss this post informally, please contact the Deputy Headmaster (Academic), on +44 208 266 188 or via e-mail [Maguire\\_j@habsboys.org.uk](mailto:Maguire_j@habsboys.org.uk)

An application form is available from the School's website: [www.habsboys.org.uk](http://www.habsboys.org.uk). Curriculum Vitae are not accepted.



## The School

The Haberdashers' Aske's Boys' School ('HABS') has an international reputation for academic excellence and success, combined with exceptional pastoral care and co-curricular achievements. In 2016 the Sunday Times voted HABS as the *Independent School of the Year (2016-17)*, an impressive accolade.

The School is an independent day school with around 1,200 11-18 year old boys in the Senior School and another 200 boys from the age of 7 in the Preparatory School, which is situated on the same site. A Pre-Prep School for 75 boys aged 5 and 6 is located in nearby. The School's grounds adjoin those of its sister school, the Haberdashers' Aske's School for Girls and an extensive and long-established coach service brings pupils and staff from across a wide area.



HABS moved to its current 100-acre rural location in 1961, occupying the grounds of a former stately home: Aldenham House, a Grade 2\* listed building, located 15 miles North of the centre of London. A series of magnificent new buildings have been opened in the last decade including a new £13m Sports Facility in 2016. The construction of a state-of-the-art classroom complex at the heart of the campus, specifically designed to reflect international best practice in school design and pedagogy will open in 2018/2019.

HABS' aim is to nurture excellence within its established values of wisdom, integrity and humility. The most recent ISI inspection report (2012) graded the School as outstanding in all aspects. The members of the teaching staff are united by a caring approach, passion for their subject areas and the aspiration to be dynamic, modern and reflective practitioners.

Examination results are outstanding placing the School 7<sup>th</sup> in the UK League tables; places are heavily oversubscribed; and entry is extremely competitive. Boys achieve national prominence in many fields from music, drama and sport to science and Mathematics Olympiads, chess and public speaking.

The current intake of boys is exceptional, also graded as Excellent in the ISI inspection report, and the School has been placed at the top of the national league tables. Education at HABS, however, is about more than just academic success. The boys are bright, articulate and open, interested and extremely rewarding to teach. They have a great sense of humour and are very well mannered.



Pastoral care is exceptional, with a strong House-based system. Out-of-class activities abound, with many boys assuming responsibility for the running and organisation of events and societies. Music, drama and sport are strong, and there is also a thriving Outdoor Leadership programme and CCF together with a strong and active Community Service programme. HABS' boys regularly reach the finals of national competitions, such as chess, bridge and debating, but there is also a remarkable commitment to outreach and charity work, reflecting the rich and harmonious ethnic and religious diversity of the School. A Church of England School by tradition, other religious communities flourish with popular, voluntary assemblies on Thursday mornings for the many different faith groups which are represented in the School. This approach to all faiths was highly commended in the current ISI inspection report.

The School awards a number of scholarships on entry, but the majority of its funding goes into the provision of bursaries for cases of financial need. A very successful Development Foundation exists to broaden participation in the life of the School and encourage philanthropic giving.

More detailed information about the School and its history is available on the School website: [www.habsboys.org.uk](http://www.habsboys.org.uk) and through the Good Schools Guide [www.goodschoolsguide.co.uk](http://www.goodschoolsguide.co.uk)



## The Teaching Staff

The members of the Teaching Staff are drawn from a wide range of backgrounds and reflect the diversity within the School. There is an equal balance between male and female teachers within the Senior School. All are well qualified, but not necessarily with a formal teaching qualification, and have strong subject knowledge with a deep sense of commitment to the welfare of the boys and to helping them achieve their very best. There is a strong sense of community within the Common Room and it is a harmonious and dynamic place where staff work hard in a collaborative and purposeful atmosphere. There is a growing international dimension to the work of the staff with regular visits overseas and the School is looking to forge links with the best schools across the globe.



Support for staff at every stage of their career is exceptional, with one of the foremost and forward-thinking professional development plans in the UK. Pedagogy and teacher development takes a collaborative approach which is both voluntary and open-minded. Many teaching staff regularly attend Learning Lunches where their peers will demonstrate new developments or ideas with which they have been experimenting. In addition, teachers can request specific training which is often run in well attended Twilight Training sessions at the end of a school day. The School operates an 'open door' approach with teachers regularly observing each other and learning from their colleagues.



Every member of the teaching staff is a form tutor and is expected to participate in the School's rich array of extra-curricular and sporting subjects. The main sports are Rugby, Field Hockey, Soccer, Athletics and Cricket and the magnificent new swimming pool facility will support the profiles of Swimming and Water-Polo, sports which we are already National champions in. There is a sixth form Enrichment and Enhancement programme within which members of staff are encouraged to share a personal academic interest, pastime or pursuit. The list of available subjects ranges from Geology to Salsa dancing with a gamut of topics in between. Members of the teaching staff lead over 60 clubs and societies which include outreach programmes and charity fundraising projects. HABS will also find ways to encourage members of staff to share and support appropriate interests.

## Newly Qualified Teacher Programme

The School is committed to providing high quality training and support to newly qualified teachers (NQTs). Working in partnership with The Independent Schools Teacher Induction Panel (ISTIP), the School expertly guides them through their induction year with experienced mentoring from a departmental colleague, and offers ongoing opportunities for lesson observation and pedagogical debate. The School is a centre of excellence for training: we host regular regional conferences where we welcome NQTs from across London and Hertfordshire to participate in professional studies programmes designed by HABS' staff. Our NQTs experience a rich, varied teaching experience during the first year of their careers, giving them the confidence and expertise to become highly effective, reflective classroom practitioners.



# The Aske - Princeton International Fellowship

The Haberdashers' Aske's Boys' School prides itself on its core values of Humility, Wisdom and Integrity. The School has an international outlook and seeks to develop its values within every pupil so that they can make a positive impact on the wider community.

Each year the School employs a small number of graduate or post-doctoral students who are looking to find experience in the educational sector, broaden their horizons and most notably in an outstanding English independent school.

## Academic Teaching

Our interns and fellows are supernumerary and assist with academic and extra-curricular activities throughout the School. Each individual brings to our provision up-to-date scholarly and expert subject knowledge as well as a motivating presence. The precise nature of the role will be shaped to fit the strengths and availability of the candidate appointed.

The School would welcome applications from any academic discipline but an interest in any of the following departments would be an advantage: Art

- Biology
- Chemistry
- Earth Sciences: Geography & Geology
- Engineering
- English Literature
- Mathematics (Pure, Mechanics or Statistics)
- Music
- Physics
- Theology & Religion
- Philosophy

## Enrichment & Enhancement

The School offers an exciting enrichment and enhancement programme within the 6<sup>th</sup> Form curriculum. Lesson time is provided to stretch the pupils beyond the confines of the examination boards in areas of individual academic interest for each teacher. In addition each boy chooses an enrichment course which develops him as an all-round individual. It is expected that the Aske-Princeton International Fellow will contribute to both parts of this programme by offering an international perspective to the pupils. In addition, assistance with the preparation of pupils for university applications, especially US applications, will be welcomed.

## Extra-curricular

The extra-curricular programme within the School is extensive, offering a variety of sports. All pupils are encouraged to develop a passion for fitness and well-being, alongside nurturing interests in any sport. The diverse extra-curricular programme allows pupils to develop personal confidence which they then transfer to their academic studies. This provision is supported by excellent sporting facilities such as our new state-of-the-art Sports' Centre. In addition to Sport the School has an enviable reputation for





its Drama and Music, with regular performances at the Barbican in London.

## Aske - Princeton International Fellow's timetable

The Aske-Princeton Fellow's weekly timetable will depend upon the successful candidate's interests and attributes.

### School Day & Academic Year

The School timetable is split into 35 lessons, each 45 minutes in length. The School operates from 08.30 to 17.30, Monday to Friday. There are no lessons on weekends and staff are free, unless involved in sport or extra-curricular pursuits.

The School academic year begins on September 1<sup>st</sup> and ends in the first week of July. The year is split into three 'terms' each varying in length.

Autumn Term: First week of September to the third Week of December

Spring Term: Second week of January to March/April (dependent upon Easter)

Summer Term: March/April (dependent upon Easter) to First week of July

Each term is further divided by a half term holiday; Autumn Term holiday is 2 weeks, Spring Term holiday is 1 week, Summer Term holiday is 1 week. In total the School is in operation for 170 days per year, although staff are paid for the time they are on holiday.

### Teacher timetable

A normal teacher, with no responsibilities, will typically teach 26 lessons per week. It is envisaged that the Aske-Princeton Fellow will be timetabled for 18 lessons a week (approximately 50% of the week and 70% of a normal teacher's loading).

The contribution of the Aske-Princeton Fellow will depend on their individual skills and attributes, but may include:

- Teaching academic classes across the age spectrum within their preferred discipline.
  - Maximum of 12 lessons per week.
  - Prepare lessons for these classes in line with School guidelines and policy.
  - Assess pupils' work set within these classes and for homework.
  - Complete half termly Progress grades and Termly Reports to parents.
- Teach a Year 12 (age 17) or Year 13 (age 18) Enrichment course (7 week course on a carousel).
  - Ideally this would be 'Preparation for US University applications' including writing admissions essays; however, the exact nature of this course depends upon the Fellow's interests and passions.



- Teach a Year 12 (age 17) or Year 13 (age 18) Enhancement course (7 week course on a carousel).
  - This may be within their chosen subject speciality or may be a personal interest.
- Educational Research
  - Conduct educational research into a particular aspect of pedagogy which can be presented to colleagues.
  - Conduct research as part of an Action Research project.
- Contribute to the extra-curricular programme.

## Training

During the year at Haberdashers', The Aske-Princeton Fellow will receive practical and theoretical professional training to enable him to perform competently and confidently as a beginner teacher in our school community. Specifically, he will have a mentor who will train him in every aspect of teaching: initially, there will be the opportunity for shadowing the mentor, and other colleagues, for a period of time so he grows in confidence and begins to develop as a teacher with a view to taking charge of part, then whole responsibility, of a lesson after six weeks under supervision by the timetabled teacher.

Regular mentoring sessions will enable The Aske-Princeton Fellow to have a clear understanding of the academic and pastoral systems within the school; to develop a sense of professionalism and to become familiar with teaching practices associated with a beginner teacher.

He will be trained in how to handle behaviour issues, using positive behaviour management strategies; these will enable him to develop good rapport with his pupils and to appreciate individual differences within a class.

Specific training in lesson planning, assessment and differentiation which will allow him to adapt his teaching to the strengths and needs of the pupils. For example, he will learn about the importance of teacher-pupil talk balance and how different levels of questioning, with an effective blend of open and closed, will enhance the critical, independent thinking of pupils and ensure progress is made in each lesson.

In addition, learning how to develop personal resilience will have practical and positive outcomes for The Aske-Princeton Fellow's teaching and interaction with pupils, colleagues and parents. Discussions with his mentor, and observation of other colleagues' lessons, will enable him to expand his knowledge of pedagogy and encourage professional dialogue on the part it will play in his own teaching practice.

Throughout his internship, The Aske-Princeton Fellow will be closely mentored, observed and encouraged to reflect on his own work and progress so allowing time to both consolidate pedagogy, but also to stretch and explore its limits with his teaching. The year's training will lay foundations to enable him to take further professional training for a career in teaching.



## Person specification

The Aske-Princeton fellowship is entirely supernumerary and therefore Haberdashers' Aske's Boys' School welcomes applicants from any background and interest.



### Qualifications

- It is essential that the fellow will have completed, before starting the fellowship, a degree in any subject from Princeton University.
- Additional qualifications in any extra-curricular pursuit would be an advantage but are not essential.

### Personal attributes

- A willingness to be involved in the wider life of the department and the School, including Saturday and evening events when appropriate.
- A commitment to the ethos and values of the School (notably wisdom, tolerance and humility).
- An enthusiasm and continuing interest in their subject through further study, development or professional training.
- An organised, punctual and effective manner.
- Excellent standard of personal appearance, appropriate to a leading independent boys' school.
- Empathy with pupils across the age and spectrum at HABS and the ability to implement a range of teaching strategies to cater for each individual pupil.
- Awareness and understanding of matters relating to the personal, social, health and emotional development of HABS' pupils.
- The energy and dynamism to contribute fully to the life of a busy independent boys' school.
- Capacity for productiveness working as part of teams of colleagues and individually in academic work, pastoral care, sport and extra-curricular activities.
- Willingness and ability to liaise effectively and professionally between pupils, staff and parents when required, taking notes of these exchanges.
- Patience and thoughtfulness, from a variety of perspectives, when dealing with any issues that might arise with pupils, parents or colleagues.
- Using appropriate strategies to defuse situations. Using careful listening, sensitive use of humour, praise and recognition as apposite.
- Retention of a sense of perspective and sense of humour.



## Salary and Benefits

The fellowship would come with a salary of £19,000 (approx. US\$26,435) for the full academic year (September - August) paid in monthly instalments. In addition to the benefits offered to all Teaching Staff, shown below, the fellow would be entitled to:

- Rent free accommodation on the School Campus or in the near vicinity.
- Free utilities e.g. water electricity, Wi-Fi etc.
- Return Flights back to the USA or home country.



## Benefits

Currently the School offers a wide range of benefits to teaching staff, including;

- A strong commitment to professional development, with a substantial budget for whole school training and individual courses. Support is given for sabbaticals, post-graduate degrees and other relevant qualifications
- Free sports clothing for those taking games.
- Free lunches, other meals and refreshments.
- Free coach travel on the service provided by the School (subject to availability).
- Health package, BUPA 24/7 health-line
- support and discounted BUPA membership rates.
- Free use of the state-of-the-art Medburn Centre including fitness suite, swimming pool and squash courts
- Free training programmes and advice from the School's Fitness Coach.
- Free laptop or tablet device to assist in teaching.

We look forward to receiving your application.







**The Haberdashers' Aske's Boys' School**  
Nurturing Excellence  
Headmaster - Peter Hamilton MA

Butterfly Lane  
Elstree  
Herts WD6 3AF

Tel 020 8266 1700  
Fax 020 8266 1800

[www.habsboys.org.uk](http://www.habsboys.org.uk)

Peter Hamilton  
Headmaster

No:

## APPLICATION FORM

The school prefers candidates to complete this form electronically. It is available from the school's website [www.habsboys.org.uk](http://www.habsboys.org.uk). Typed or handwritten applications on this form will be accepted. **CVs will not be accepted.**

|   |
|---|
| Position for which applying:<br><b>Aske -Princeton International Fellow</b> |
| Date of application:  |

**Section A: This section will be seen by members of the Senior Management Team and the Human Resources Department.**

### 1. PERSONAL DETAILS

|   |   |
|---|---|
| First Names:  | Surname:  |
| Title:  | Previous Names:   |
| Date of Birth:<br>Place of Birth:   | Current salary:<br>Current notice period:                                   |
| National Insurance No: (not applicable for US citizens)   | If a teacher, DfE Reference No: (not applicable for US citizens)            |
| Contact Address:<br><br>Postcode:   | Contact details:<br>Home Telephone:<br>Work Telephone:<br>Mobile:<br>Email: |
| Do you hold a current driving licence?  | Yes / No  |
| Are you currently eligible for employment in the UK?<br>If you have answered NO please provide details:       | Yes / No  |
| Have you previously applied for a position at the school?<br>If you have answered YES please provide details: | Yes / No  |



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|  |          |
|--|----------|
| Do you have any contact with the school?<br>If you have answered YES please provide details: | Yes / No |
|--|----------|

## 2. REFERENCES

Please supply the names and contact details of two people who we may contact for references. One of these must be your current or most recent employer. If your current/most recent employment does/did not involve work with children, then your second referee should be from your employer with whom you most recently worked with children. Neither referee should be a relative or someone known to you solely as a friend. The School intends to take up references from shortlisted candidates before interview for academic positions. The School reserves the right to take up references from any previous employer.

Name:

Position:

Address:

Postcode:

Tel. No.:

Email:

Name:

Position:

Address:

Postcode:

Tel. No.:

Email:

Please state the name by which you are known to your referees if different from that in Section 1:

**Section B: This section will be seen by other staff involved in the interview and selection process.**

Name:

Contact details: Telephone:

Email:

Please answer the next few questions only if applying for a teaching post

Do you have qualified teacher status (QTS)?

Yes / No

Age group or Key Stages that you have taught:

Main teaching subject or subjects:

What additional subjects can you offer?

**3. EMPLOYMENT HISTORY** Please give details of all employment and activities since leaving full-time education, starting with the most recent. Continue on a separate sheet if necessary. Please note, there must be no unaccounted gaps.

| Employer<br>(Name and location) | Job Title | Dates<br>From/ To | Reason for leaving |
|---------------------------------|-----------|-------------------|--------------------|
|                                 |           |                   |                    |

**4. OTHER WORK/ACTIVITIES (PAID OR VOLUNTARY)**

Please give details of any other work or activities in which you have been involved. Please continue on a separate sheet if necessary.

|  |
|--|
|  |
|--|

**5. EDUCATIONAL AND PROFESSIONAL QUALIFICATIONS**

| Date | Where studied | Qualification and awarding body (including all degrees, A levels and GCSE's) | Attainment Level or Grades |
|------|---------------|--|----------------------------|
|      |               |  |                            |

**6. TECHNICAL OR PROFESSIONAL DEVELOPMENT**

Please give details of most significant technical or professional development/training attained in the last 3 years, starting with most recent. Please continue on a separate sheet if necessary.

| Subject/ Area of development | Organisational body | Duration | Qualification (if appropriate) |
|------------------------------|---------------------|----------|--------------------------------|
|                              |                     |          |                                |

**7. SUPPORTING STATEMENT**

Please answer the following questions as fully as you can. Please continue on a separate sheet if necessary.

**A. Why are you applying for this position and how do your skills, knowledge, experience and training contribute to the strength of your application? You are advised to refer to the Job Description before answering this question.**

B. Do you wish us to consider any further information in assessing the strength of your application?

C. If you are successful, how would you hope to contribute to the school's extra-curricular programme? Identify any particular skills or experience that would support your application. (if applicable)

## 8. CRIMINAL RECORDS

An offer of employment is conditional upon the School receiving an Enhanced Disclosure from the Disclosure and Barring Service (DBS) which the School considers to be satisfactory. The School applies for an Enhanced Check for Regulated Activity from the DBS (which includes a check of the Children's Barred List) in respect of all positions at the School which amount to regulated activity. It is unlawful for the School to employ anyone who is barred from working with children. It is a criminal offence for any person who is barred from working with children to attempt to apply for a position at the School. If you are successful in your application you will be required to complete a DBS Disclosure Application Form. Any information disclosed will be handled in accordance with any guidance and/or code of practice published by the DBS.

The School is exempt from the Rehabilitation of Offenders Act 1974 and therefore all convictions, cautions, reprimands and final warnings (including those which would normally be considered "spent" under the Act) must be declared, subject to the DBS filtering rules referred to on **Appendix 1**. If you have a criminal record this will not automatically debar you from employment. Instead, each case will be assessed fairly by reference to the School's objective assessment procedure (a copy of which is available from the School on request).

Before answering these questions please see the information on Spent Convictions and the DBS filtering rules referred to on **Appendix 1**.

- Have you been convicted by the courts of any criminal offence?

Yes  No

- Is there any relevant court action pending against you? Yes  No
- Have you ever received a caution, reprimand or final warning from the police? Yes  No

Overseas police checks or certificates of good conduct may be required for successful applicants that have resided or worked overseas.

- Have you been convicted by an overseas court of any criminal offence? Yes  No

If answering "YES" to any of the above, please provide details on a separate sheet and send this in a sealed envelope marked "Confidential - FAO Human Resources Manager" with your Application Form.

## 9. RECRUITMENT

It is the School's policy to employ the best qualified personnel and to provide equal opportunity for the advancement of employees including promotion and training and not to discriminate against any person because of their race, colour, national or ethnic origin, sex, sexual orientation, marital or civil partnership status, religion or religious belief, disability or age. All new posts within the School are subject to a probationary period.

The School is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment.

A copy of the School's Recruitment Policy is available on the school website.

If your application is successful, the School will retain the information provided in this form (together with any attachments) on your personnel file. If your application is unsuccessful, all documentation relating to your application will normally be confidentially destroyed after six months.

## 10. DECLARATION

This application will be treated confidentially. The school's procedures comply with the Data Protection Act 1998. If your application is successful, the School will retain the information provided in this form (together with any attachments) on your personnel file. If your application is unsuccessful, all documentation relating to your application will be destroyed.

- I confirm that the information I have given on this Application Form is true and correct to the best of my knowledge.
- I confirm that I am not on either the Children's Barred List or the Adults Barred List, disqualified from work with children or subject to sanctions imposed by a regulatory body.
- I understand that providing false information is an offence which could result in my application being rejected or (if the false information comes to light after my appointment) summary dismissal and may amount to a criminal offence.
- I consent to the School processing the information given on this form, including any 'sensitive' information, as may be necessary during the recruitment and selection process.
- I consent to the School making direct contact with all previous employer's where I have worked with children or vulnerable adults to verify my reason for leaving that position.
- I consent to the School making direct contact with the people specified as my referees to verify the reference.

Signature.....

Date:.....



e-signing: by ticking this box you are signing in lieu of a physical signature.

Please return this completed application form to :

Human Resources Manager,  
Haberdashers' Aske's Boys' School,  
Butterfly Lane  
Elstree  
Hertfordshire, WD6 3AF.

The School encourages electronic applications to: [staffvacancies@habsboys.org.uk](mailto:staffvacancies@habsboys.org.uk). Applications sent by email should be marked confidential and entitled 'APPLICATION' followed by the Job Title in the Subject box. (e.g. 'APPLICATION Physics Teacher' or 'APPLICATION Groundsman'.)

Should you require assistance, please contact the Human Resources Manager on 020 8266 1850.



## Spent convictions and the DBS filtering rules

**Spent convictions**

| Sentence  | Rehabilitation period (in all cases the period commences from the date of the conviction) |   |
|---|---|---|
|   | Aged over 18 at time of the conviction  | Aged under 18 at the time of the conviction |
| Prison sentence for a term exceeding 6 months but less than 2.5 years               | 10 years  | 5 years                                     |
| Prison sentence for a term of 6 months or less                                      | 7 years   | 3.5 years                                   |
| Fines, probation, compensation, community service, reparation orders, curfew orders | 5 years   | 2.5 years                                   |
| Absolute discharge  | 6 months  | 6 months                                    |

Prison sentences of more than two and a half years are never considered spent

**Filtering rules**

You are not required to disclose information about spent criminal convictions if you were over 18 years of age at the time of the offence and:

- 11 years have elapsed since the date of conviction;
- it is your only offence;
- it did not result in a custodial sentence; and
- it does not appear on the list of "specified offences".

You are not required to disclose information about a spent caution if you were over 18 years of age at the time of the offence and six years has elapsed since the date it was issued, and provided it does not appear on the list of "specified offences".

You are not required to disclose information about a spent criminal conviction if you were under 18 years of age at the time of the offence and:

- five and a half years have elapsed since the date of conviction;
- it is your only offence;
- it did not result in a custodial sentence; and
- it does not appear on the list of "specified offences".

You are not required to disclose information about a spent caution if you were under 18 years of age at the time of the offence and two years has elapsed since the date it was issued, and provided it does not appear on the list of "specified offences".

The list of "specified offences" that will always be disclosed can be found at:

<https://www.gov.uk/government/publications/dbs-list-of-offences-that-will-never-be-filtered-from-a-criminal-record-check>