

Candidate info pack

Welcome



Achieving individual excellence
in a caring community

*Leaders and staff are
ambitious for their
pupils. Leaders have
prioritised the
creation of positive
relationships between
pupils and staff in
order to help pupils
succeed in all aspects
of school life.*



Message from the Headteacher

Mr R Jones BSc (Econ) MBA NPQH

Dear Applicant,

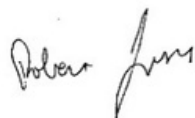
Thank you for your interest in working at Haydon School. As I come to the end of my twenty-sixth year working at the school I reflect on many happy years working in a supportive environment in which we want the best for all staff and students. So what is it like to work here?

We recently have undertaken some work with UCL who have looked at the impact of the Early Career Framework and National Professional Qualifications that a large number of our staff have undertaken. Here are some extracts from their report which was published in February 2025. As a world leader in education, I am delighted with their findings.

The ECF programme has had a very clear and positive impact on the early career teachers (ECTs) at Haydon. The school invests resources to ensure that time for mentoring is protected and that, as far as possible, there is a ratio of one ECT per mentor. Mentors – through observation and feedback, through sharing resources, and through connecting their ECTs to others in the school – provide highly valuable support for their ECTs. ECTs learned much from how the ECF programme was structured: they used scenarios and case studies to help translate theory into the practice of their own classrooms; they enjoyed opportunities to connect with networks within and beyond the school; and they explored aspects of their subject and pedagogical knowledge needs through their practitioner inquiries in year 2 of the programme.

Participating in NPQ programmes has helped middle and senior leaders to gain knowledge related to roles above where they are currently. They benefited from meeting participants in other schools, sharing ideas with them. There was recognition that educational change is for the benefit of the children, but that this takes time and can be hard to achieve. Where some leaders learned less from their NPQ programme, it was due to the challenge of balancing the demands of the programme with the demands of their role: they prioritised their schoolwork and their families.

There is a strong sense of loyalty to the school among the staff. Almost without exception, teachers and leaders say they want to stay in the profession – at least for the foreseeable future – and that they would like to stay at Haydon. Many spoke about the internal promotions they had already received, and the structured support (often through certificated courses) they had received to help them. They are keen to take on additional responsibility and aspirational about attaining positions above their current status. But they are not in a hurry: they speak also about wanting to be good teachers first, and about gaining valuable experience in their current positions.

A handwritten signature in black ink, appearing to read 'Rob Jones', with a stylized flourish at the end.

Rob Jones
Headteacher



Ethos & Mission Statement

Achieving individual excellence in a caring community

Students:

Our students will experience a broad curriculum to become the next generation of innovative thinkers and leaders. Our students will be exceptional learners, achieving success through their perseverance to make excellent progress. Our students will develop resilience to overcome challenges and inspire others. Our students will be treated with respect and kindness and they will be considerate of others in the community. Our students will leave Haydon prepared to enter the best universities or jobs. We want our students to be ready for the next steps in their lives and be proud to have been part of Haydon School.

Staff:

Our staff will experience a collaborative professional community, with quality development opportunities to inspire our students. Staff wellbeing is of high importance and staff will be trusted and valued. We want Haydon School to be a great place where everyone works together on a daily basis to be their best.

Parents/Carers:

Our parents and carers will be strong partners with the school. Our parents will be welcomed into the school to be involved with and support their child's learning and progress. We will actively seek parent engagement in the development of Haydon School.

Community:

Our community and the wider world are important to Haydon School. We will establish strong and sustainable local, national and international partnerships to inspire our students, their families and staff.

Haydon Values

Respect:

We wish to promote positive relationships between all members of the Haydon community, students, staff, parents, neighbours and local businesses. This Value prepares you for the future and encourages the need to respect people and the things around you in order to be successful in life. If you are kind and considerate towards others then you can expect to be treated fairly by people. You are more likely to be well regarded by friends and by future employers if you demonstrate a kind and caring attitude.

Community:

At Haydon we have a very strong community where we support each other so that we can succeed together. We value the skill of working together and learning from each other's strengths to help everyone succeed together. It is also important to us that our neighbours and local businesses are happy as every individual from Haydon is a representative of our school. We feel that our local community is a rich and valuable place and by working together we can capture the unique skills available to strengthen the Haydon culture of educational and personal success.

Excellence:

Being excellent doesn't just happen overnight. It takes a lot of hard work to perfect the things you do. At Haydon School, the teachers and students will help you be the best you can be and then push you further to make sure you are exceeding expectations and passing your wildest dreams.

Perseverance:

If you show commitment towards reaching a goal, you will be more likely to succeed. At Haydon School we believe that success is worth working for, and that it won't be easy to get there. Making a mistake is not a sign a failure, if you learn from it you are on your way to achieving your goals. In the future, the things worth having will not come easily - you have to put the work in to get them. Making mistakes is part of a process to improve and be a success.

Kindness:

At Haydon we endeavour to ensure that we are kind and considerate towards each other. We listen to each other so we can be tolerant of each others views. We are friendly towards everyone that we meet and ensure that everyone feels valued and supported. Kindness is also a vital part of the student/teacher relationship and is at the centre of making every single person in our school community happy and part of our team.



Why we love working at Haydon

Achieving individual excellence in a caring community

Our staff experience a collaborative professional community, with quality development opportunities to inspire our students. Staff wellbeing is of high importance and staff will be trusted and valued. We want Haydon School to be a great place where everyone works together on a daily basis to be their best. Below a list with some of the good reasons to join us.

- All teaching staff get a laptop;
- Two-week October half-term holiday;
- More generous upper pay scale;
- Automatic pay progression up the main teaching pay scale;
- High potential for career progression;
- Department offices;
- Only one directed meeting per week;
- Meeting free weeks spaced out throughout the year and an encouragement to leave work early;
- Flexible personalised CPD programme;
- Subsidies for appropriate academic studies;
- Discounted on site nursery places;
- Staff social events;
- Free on site flu vaccinations;
- Long service award -Enjoy a well deserved day off with full pay during term time;
- Free subscription to the Employee Assistance Programme for individual advice/counselling;
- Free access to the Education Support Partnership for advice on work and personal matters;
- Flexible working opportunities. Approx. 20% of teachers are part-time.
- Family friendly Leave of Absence policy;
- Balanced and well planned calendar - deadlines and parents evenings are well spaced out;
- Only three data drops per year group per year and no written reports;
- Email curfew (no evening, weekend and holiday emails);

- Wide variety of extracurricular activities;
- Opportunity to accompany students on trips in UK and abroad;
- Working area in staff room with computers and printers;
- Ample car parking on site;
- Free tea and coffee;
- Photocopiers in all subject areas;
- Use of apps to reduce workload and increase collaborative sharing e.g. Satchel, SAMpeople, Google Drive;
- Centralised data analysis department;
- Support with exams – the school will pay exam fees and allow the exam to be taken at the school;
- Receipt of personal deliveries to school;
- Wellbeing awareness days;
- Induction days for all teaching staff before starting work;
- ECTs all have a subject specialist mentor and a teacher buddy;
- Annual staff survey
- Sabbatical and career break leave policy;
- Staff garden;
- Access to a well-equipped gym;
- Non graded lesson observations;
- Discounted membership at nearby Gym and Leisure Centre;
- Opportunity to lead whole school projects;
- Governor afternoon tea events for staff feedback

ECT life at Haydon School

Haydon offers some unique advantages and benefits if you are lucky enough to be offered a place to train with us. They include the following:

- A specialist subject mentor
 - Daily protected access to and ongoing support from the Professional Coordinating Mentor
 - 1-1 weekly mentor meetings
 - 2 week paid summer induction programme
 - A wealth of support from experienced practitioners in what are generally large and well-established departments
 - The opportunity in some areas to teach subjects that many smaller schools are unable to offer
 - Visiting outside speakers
 - Bespoke ECT training programme designed and run by UCL/TeachWest
 - Access to a Teaching and Learning Teach Meet providing networking opportunities as well as a wealth of ideas to take back and use in the classroom
 - Full inclusion in whole school training days
 - Opportunities to get involved in extracurricular activities and trips
 - Opportunities to observe lessons outside of your department
 - Join a great community of Trainees and ECTs
 - Links with other local schools
 - Access to 24/7, 365 day, confidential Employee Assistance Programme for additional support with wellbeing, including confidential advice and counselling. The programme also includes access to exclusive member discounts applicable to all the big retail supermarkets and shops
-

Become part of a great team



www.haydonschool.com



CLICK HERE TO
APPLY

Office Manager

Salary - POA P29 to P33 (£42,769 - £46,967)

37 hours/52 weeks per year - Full time & full year position

Haydon is a large, friendly and creative school in North West London. We have been judged as good by OFSTED.

The Role:

We have an exciting opportunity for you to work with our dynamic, highly motivated staff, enthusiastic students, supportive parents and Governing Body.

If you are looking for a school where your passion and ideas will be welcomed, we would love to hear from you.

To lead and manage the school's administrative services, ensuring efficient, professional and responsive support to students, staff, parents, and visitors.

To act as the school's Data Protection Officer (DPO) and lead on compliance matters, ensuring adherence to statutory and regulatory requirements, including data protection, safeguarding, and policy compliance.

About you:

At Haydon School, we really value people who work well in a team, are self-starters, enthusiastic, and have a can do attitude.

Requirements:

- A degree level education relevant to the role.
- Evidence of continuing professional development in administration or management.
- Data Protection Officer training or GDPR qualification is desirable.
- Excellent communication and interpersonal skills
- Adaptable, reliable and organised.

How to apply:

Please click on 'Click Here To Apply' button for our application form.

Applications and covering letter should be sent to: hr@haydonschool.com by 03.00 p.m. Friday, 19 September 2025. Please note: CVs will not be accepted. We reserve the right to interview on application.

More info:

If you would like to discuss the post or require further information, please contact: Beyhan Ercan, bercan@haydonschool.com.

*Achieving individual excellence
in a caring community*





Join a great team

[*www.haydonschool.com/vacancies*](http://www.haydonschool.com/vacancies)