



# Haberdashers' **ABRAHAM DARBY**

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## **Candidate Information Pack**

### **Second in Maths**

TLR 2.2 (£5,025)

**Required for September 2023**

**This is a full-time, permanent post**

**Closing Date: Wednesday 24<sup>th</sup> May 2023**

Based on the quality and quantity of applications received, we reserve the right to interview before the closing date. Therefore, early applications are encouraged.



**BY**

May 2023

Dear Applicant

**We have an excellent opportunity for an ambitious Second in Maths to join us from September 2023 to teach across the age range.** The successful candidate must be an excellent practitioner with a proven track record of enhancing GCSE and A level outcomes. The Second in Maths will be an ambitious professional who is able to enthuse, motivate and inspire children, generating a love for learning. Good teamwork, high standards and a capacity for hard work will be at the core of his/her success.

The successful candidate will join a highly committed and very strong department who is dedicated to raising achievement and transforming learning. We welcome applications from forward-looking colleagues who relish sharing their skills and ideas, and who want the chance to make their mark in helping take the department and the Academy to the next level. A TLR of 2.2 (£5,025) is attached to this post.

Haberdashers' Abraham Darby is a vibrant, 11-18 mixed school which opened in September 2008 and moved into a brand new state of the art building in the summer of 2012 with a superb leisure complex adjacent to the school building. We are a member of the Haberdashers' West Midlands Academies Trust; a thriving partnership with Haberdashers' Adams school in Newport. A focus on traditional values and high expectations is resulting in rapidly rising standards and popularity as a school of first choice. We are located within a short distance from the picturesque River Severn and Ironbridge Gorge, not far from Telford and Shrewsbury, with good railway, road and motorway links to both the M6 and M54.

I have included a number of pieces of information in this candidate pack that I hope you will find helpful in making an application. If you require further information about Haberdashers' Abraham Darby this can be gained from our website: [www.haberdashersabrahamdarby.co.uk](http://www.haberdashersabrahamdarby.co.uk)

In making your application, please submit:

1. The completed teaching application form,
2. A brief Curriculum Vitae (optional),
3. A supporting letter/statement describing:
  - a. the skills and experiences you would bring to this post,
  - b. how you would contribute to raising achievement, and
  - c. the contribution you would want to make to the 'wider life' of the Academy.

I look forward to receiving your completed application no later than **3.00pm on Wednesday 24<sup>th</sup> May**. Applications should be returned electronically to the HR Manager, via email: [deborah.tudor@taw.org.uk](mailto:deborah.tudor@taw.org.uk). We are looking to schedule interviews shortly after the closing date. Based on the quality and quantity of applications received, we reserve the right to interview before the closing date. Therefore early applications are encouraged.

If you wish to contact us for an informal discussion or wish to have a look around, please arrange this by contacting the Vice Principal, Mr N Scott, via email: [nick.scott@taw.org.uk](mailto:nick.scott@taw.org.uk) or telephone 01952 386022.

Yours faithfully



**Mrs J Edgar**  
**Acting Principal**



## **POST DETAILS AND JOB DESCRIPTION**

### **Second in Maths**

**TLR 2.2 (£5,025)**

Haberdashers' Abraham Darby is fully committed to the delivery of high-quality teaching and learning which promotes engagement, enjoyment, and achievement for each pupil in every subject. We offer our pupils a variety of pathways to ensure that each pupil has an individualised curriculum with the ability to achieve their potential.

We are seeking to appoint an inspirational and enthusiastic Second in Department with strong interpersonal skills to join a highly committed Maths Department dedicated to raising achievement and transforming learning. The successful candidate must be an excellent classroom practitioner with a proven track record of enhancing GCSE and A level outcomes. The Second in Maths will be an ambitious professional who is able to enthuse, motivate and inspire children, generating a love for learning. Good teamwork, high standards and a capacity for hard work will be at the core of his/her success.

We believe that every single child who joins us has the potential to be knowledgeable, articulate and successful. It's important this resonates with all candidates. Equally important is subject expertise, which is critical to support strong curriculum planning and implementation.

The successful applicant will join us at a very exciting stage in its development both as a school and a department.

### **THE MATHS DEPARTMENT**

We are a very strong, well-managed and supportive team who strive to deliver interesting, motivating, well planned, quality experiences to our students in lessons characterised by pace, variety and challenge. As a department we believe in supporting, helping and challenging each other.

In Key Stage 3 we follow the Ark Mastery programme. All pupils are taught Mastery lessons. There is a strong focus on language and manipulatives, and they have the same consistency of teaching approaches.

In Key Stage 4 we currently offer EDEXCEL linear GCSE Mathematics and Post 16 study the EDEXCEL A-Level course. The Mathematics department benefits from fully equipped interactive classrooms which are equipped with interactive whiteboards. Internet packages such as Mathsbox, Mathwatch and Active teach have been funded to boost teaching and learning. The department also benefits from class sets of IPADS and computers. All staff are issued with their own laptop.

The school is a member of PixL. The Mathematics department have embraced the PixL approach, using strategies such as the walking talking mocks, and walking talking marks. The PixL Maths app is used throughout the department, each student has their own login. All Key stage 4 unit tests have been loaded onto PixL enabling the students to enter their marks for each question and get a written proforma. This gives each student individual feedback for each unit test.

## **Philosophy of Approach**

Modern Maths is at the heart of many aspects of working life across the world, it must be a fundamental aim of education to enable students to understand and make confident and knowledgeable contributions to mathematical developments.

A Mathematics curriculum that is accessible to all needs to relate to the many aspects of Mathematics in the home and in the work place, to the application of knowledge and to the thinking and design required to make quality products.

## **Aims**

The department contributes to the cognitive, creative, spiritual, moral, social, cultural and recreational development of each student through the following aims:

- To develop a knowledge and understanding of mathematical concepts and principles, their significance and limitations in technological, aesthetic, creative, cultural, economic, personal and social contexts as well as providing a suitable foundation for further intellectual and spiritual growth in the student as a citizen in a technological world.
- To explore Mathematics through the acquisition and application of skills and knowledge of enquiry, capability and testing of ideas which encourage students to work both as individuals and as effective members of a team.
- To develop skills of communication, manipulation and powers of observation.
- To provide a broad balanced and relevant education for all pupils regardless of gender, ethnicity and special educational needs.
- To develop attitudes fundamental to success in the subject, which include intellectual curiosity, independence of thought, perseverance, an open mind, co-operation and a sense of social responsibility.
- To create a safe working environment in which students are encouraged to develop a sense of responsibility, commitment, self-reliance and respect for others.
- To reinforce the social and emotional aspects of learning.

## **PERSONAL REQUIREMENTS**

The successful applicant will be extremely well organised, energetic and willing to “go the extra mile”. They will be focused on the attainment of all pupils, accepting no excuses for under achievement. A commitment to extra-curricular and curriculum enrichment activities is essential.

We are looking for a person who:

- Has a passion for Maths
- Can deliver the Maths curriculum across all key stages to all ability levels
- Can build positive and productive working relationships with staff, pupils and parents.
- Can deliver a creative and innovative approach to teaching and is able to deliver outstanding teaching and learning (or potential to do so).
- Can implement Google Classroom and online learning tools within lessons where necessary to meet the diverse needs of learners.
- Show organisation and the ability to complete necessary assessment documentation and information needed for record keeping.
- Has a proven track record of success as a teacher, as exemplified by good examination results;
- Is committed to making learning a challenging, exciting and worthwhile activity for our youngsters.

- Enjoys working with young people, has high expectations and can unlock potential.
- Is ambitious and will welcome professional development opportunities.
- Shows commitment, enthusiasm, and flexibility in their approach to the subject.
- Has the ability to stay positive and meet deadlines even when working under pressure.
- Has a good sense of humour.

If you have the drive and vision to work in an Academy which strives to raise aspirations and achievements, as well as set and maintain high standards and expectations, we want to hear from you. We welcome applications from forward-looking colleagues who relish sharing their skills and ideas, and who want the chance to make their mark in helping take the department and the Academy to the next level.

## **SECOND IN MATHS JOB DESCRIPTION**

### **RESPONSIBILITIES, TASK AND ACCOUNTABILITIES**

#### **Reporting to:**

The Second in Maths is responsible in the first instance to the Head of Maths Department and ultimately to the Principal. The Second in Maths would deputise for the Head of Maths in her absence.

The post holder also interacts on a professional level with colleagues within the department with the aim of improving the quality of teaching and learning, raising standards of pupil attainment and ensuring good behaviour.

In addition to the responsibilities set out in the national teaching standards and the Academy's job description for a subject teacher, the specific responsibilities for the role of Second in Maths are as follows:

#### **Responsibilities, Tasks and Accountabilities:**

##### Standards and monitoring

- Working directly with the Head of Maths and members of staff to achieve high standards within the department.
- Taking responsibility for developing, monitoring, evaluating and reviewing quality and provision of resources.
- To work with the Head of Maths to formulate, implement and evaluate departmental policies in line with school policies and update these as necessary.

##### Curriculum, Teaching and Learning

- Working with the Head of Maths to review the curriculum and with all staff in the department to establish and review appropriate syllabuses and schemes of work in all three Key Stages.
- To work with the Head of Maths to ensure that strategies for the effective use of data and target setting within the Department are consistently applied and reviewed as necessary.
- To work with the Head of Maths to ensure the tracking and monitoring of all students including key groups to secure strong progress for the Maths element of statutory performance indicators.
- Supporting the Head of Maths in the preparation of the annual subject self-improvement plan and reviewing progress towards the priorities set in this plan three times per year.

##### Professional Development

- Work with the Head of Maths and staff in the developmental work of the department.
- To keep abreast of developments in the teaching, learning and assessment of Maths and to share and support other members of the department to do the same.

## Communication

- Actively contributing to department meetings designed to improve the quality of provision and assist the Head of Maths with the production of agenda and minutes.
- Representing the Head of Maths at appropriate meetings within and outside the Academy.
- Liaising with other departments and cross-circular co-ordinators as required.
- Contributing to the creation of an ethos of sustained departmental improvement and a climate where good practice is shared.

## Resources, Safety and Environment

- Working with the Head of Maths to ensure effective management and use of department budgets, resources and materials.
- Maintain existing resources and explore opportunities to develop or incorporate new resources from a wide range of sources inside and outside the academy.
- Use accommodation to create an effective and stimulating environment for the teaching and learning of the subject.
- To ensure that there is a safe working environment in which risks are properly assessed.

## **General Expectations of all staff**

- The duties may be varied to meet the changing demands of the Academy at the reasonable discretion of the Principal.
- This Academy is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment.
- Successful candidates will be subject to an Enhanced Disclosure and Barring Service check and Right to Work in the UK check before their employment commences.
- Be aware of and comply with all the Academy and Trust's policies and procedures especially relating to staff code of conduct, child protection, health and safety, security, confidentiality and data protection, reporting all concerns to an appropriate person.
- Haberdashers' Abraham Darby is a designated no smoking workplace. Therefore no smoking or vaping is allowed on/in/around the Academy and its surroundings.
- There is an expectation that all staff maintain a professional dress code, use the signing in system daily and that staff ID badges will be worn and on show at all times.
- To attend regular statutory training as and when required.
- Be aware of and support to ensure equal opportunities for all. Understand, comply with and promote equalities in own work; to undertake appropriate training, and challenge racism, prejudice and discrimination.
- Develop and maintain professional and effective working relationships with all colleagues.
- To engage with pupils in a courteous, positive, caring and responsive manner
- To present oneself in a professional way that is consistent with the values and expectations of the Trust and Academy
- Recognise own strengths and areas of expertise and use these to advise and support others. Participate in training, meetings and other learning activities to keep up to date with developments relating to your area.
- Undertake personal and professional development and commitment in conjunction with the Academy's Performance Appraisal Review process.
- You are expected to treat all information acquired through your employment, both formally and informally, in strict confidence
- Act with integrity, honesty, loyalty and fairness to safeguard the assets, financial integrity and reputation of the school
- Support and contribute to the overall ethos, work, aims and vision of the Academy and Federation Trust.

- To undertake, after consultations, other duties as determined by the Principal and Governors that are commensurate with the designation and grading of the post and within the evolving policies of the Federation.

### **Safeguarding Statement**

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

All teachers and support staff are accountable for the way in which they exercise authority, manage risk, use resources and protect pupils from discrimination and avoidable harm. All staff, whether paid or voluntary, have a duty to keep young people safe and to protect them from physical harm. When an individual accepts a role that involves working with children and young people they need to understand and acknowledge that the responsibilities and trust are inherent in that role.

An Enhanced DBS check (including Barred List check) and Right to Work in the UK check will be carried out prior to employment. DBS checks are renewed every 5 years, and all staff are expected to sign an annual Disqualification Safeguarding Declaration Form. We hold regular statutory Child Protection training which all staff are required to attend.

### **Positive Mental Health and Well-being – Whole School Approach**

*Haberdashers' Abraham Darby aims to promote a whole-school positive approach to mental health and well-being for every member of staff and student; it is a fundamental to our values, mission and culture. We are a school that helps children flourish, learn and succeed by providing opportunities for them, and the adults around them, to develop the strengths and coping skills that underpin resilience. The Academy's Mental Health and Well-being policy is available via the website.*





## Information on Haberdashers' Abraham Darby

**History of the school:** Abraham Darby Academy opened on 1<sup>st</sup> September 2008 replacing the predecessor Abraham Darby School for the Performing Arts. The Academy was the 'sample project' in Telford & Wrekin's 'Building Schools for the Future' programme. Having been based in the existing school buildings during the construction phase of the project, the Academy moved into its new state of the art, technology rich accommodation in July 2012. It provides 1,100 places, 900 for pupils aged 11-16 (PAN of 180 in each year group) and 200 in the Sixth Form and sits at the centre of the Abraham Darby Learning Community, which also includes Woodlands Primary School and a Leisure Centre. Abraham Darby Academy changed its name to Haberdashers' Abraham Darby in 2017.

**Federation Trust:** Haberdashers' Abraham Darby is sponsored by the Worshipful Company of Haberdashers' and is a member of the Haberdashers' West Midlands Academies Trust, which is a federation with Haberdashers' Adams (a convertor Academy). There is one Board, chaired by the Chair of Governors, with several committees covering both academies and all governors are governors of both academies. Each school, however, has a separate local governing body.

**Ethos:** The ethos and culture of the Academy is rooted in values, standards, positive relationships and aspirations. The result is a warm, welcoming and generous environment where pupils who are increasingly ambitious for themselves, enjoy being challenged to improve upon their previous best and recognise their responsibilities as role models as they progress through the year groups. There is a shared purpose in our journey to become outstanding.

**Pastoral:** Our House system is the lifeblood of the Academy. It fosters competition, participation, belonging and student leadership. Each member of staff also belongs to a House. Throughout the year we enjoy all school inter-house competitions in rugby, netball, cross country, swimming and the Arts.

**Extra-Curricular:** The Abraham Darby music department has a very successful music tradition, which goes back well over 40 years and has ensured that the Academy has become one of the country's leading education establishments for musical opportunity for its students. It has a high reputation within the youth music world. Both the Academy's Showband and Jazz Band have performed regularly in the Schools Music for Youth Proms at the Royal Albert Hall and the Showband is the highest ranked school wind band in the UK. We also place considerable emphasis on Sport: we are one of the few state schools in the country that has an extensive rugby and netball Saturday fixtures list. We offer 10% of our PAN each year to musical or sporting aptitude places.



The education of the 'whole' child is a priority and has resulted in the development of an extensive informal curriculum. There is a substantial range of curriculum enrichment and extra-curricular experiences with which pupils are actively encouraged to engage. It is an expectation that all members of staff contribute to this programme.





# TEACHING STAFF APPLICATION

## GUIDANCE NOTES AND INFORMATION BEFORE COMPLETING THE APPLICATION FORM

**Please read these notes carefully and keep for future reference.** They are designed to help you in completing your application form. We want to try and make sure that everyone applying for a job with the Haberdashers' West Midlands Academies Trust and Haberdashers' Abraham Darby has a fair chance. Completing this application form is the first stage in the recruitment process which may lead to an interview and the possible offer of a job.

- It is important that you complete all sections of the application form as clearly and fully as possible.
- Please ensure that you have given your personal details accurately so that we are able to contact you.
- We are interested in your experience and any skills or training which shows that you meet the requirements of the job for which you are applying. Include non-work activities which are relevant.
- You are asked in Section 5 of the application form to provide a supporting statement.
- We do not ask for many personal details. This is because we do not take into account such things as gender, race and marital status.
- By completing and signing the application form, you are consenting to the named referees to release a written and/or verbal reference to ourselves.
- If you attach additional sheets to your application form make sure you put your surname, initials and the post title at the top of each page.
- We ask everyone to complete an application form (as well as sending a brief C.V. if they wish)

Remember we can only decide whom we should interview based on what is written on your application form.

### **JOBS WORKING WITH CHILDREN, YOUNG PEOPLE AND/OR VULNERABLE ADULTS**

The job for which you are applying involves substantial opportunity for access to children, young people and/or vulnerable adults and your application will be subject to rigorous pre-employment checks. This is in order to ensure the safety of children and vulnerable adults. These checks will include a check by the Disclosure and Barring Service (DBS) on Police Records for **all** criminal convictions, cautions and any impending cases. A more detailed explanation is included in this application form.

### **THE GENERAL DATA PROTECTION ACT 2018**

The information or data which you have supplied on the application form will be processed and held on computer and also on your personal records if you are appointed.

The data may be processed by the Haberdashers' West Midlands Academies Trust and Haberdashers' Abraham Darby for the purposes of equality monitoring, compiling statistics and for the keeping of other employment records.

**By signing and returning this application form you will be deemed to be giving your explicit consent to processing of data contained or referred to on it, including any information which may be considered to be sensitive personal data.**

# EQUAL OPPORTUNITIES POLICY

## COMMITMENT TO EQUAL OPPORTUNITIES

The Haberdashers' West Midlands Academies Trust and Haberdashers' Abraham Darby are committed to equality of opportunity in all aspects of their activities. We recognise that people suffer discrimination, disadvantage and exclusion, both in employment and in the delivery of services, for many reasons including:

- race
- sex
- sexual orientation
- gender re-assignment
- religion or belief
- disability
- pregnancy or maternity

We are committed to combating inequality and striving to ensure that all people in all parts of the community are treated fairly. Age, marriage and civil partnership are not protected characteristics for the schools' provision but do apply to staff.

## EQUALITY IN EMPLOYMENT

**It is the Trust and Academy's policy that all of its employees, and those who apply for employment, will be treated with equal fairness, respect and dignity.**

**We will:**

- Publicise, by this charter, our commitment to equality to all of our employees and within the community at large.
- Encourage job applications from all sections of the community and ensure that only relevant and justifiable factors are taken into account in making appointments
- Make available appropriate training for employees so that they can both understand and actively promote equal opportunities policies and, recommend that everyone who takes part in the recruitment and selection process will first receive the necessary training.
- Ensure that existing and future HR policies and conditions of service are applied fairly to all employees and are such that they can both promote equality of opportunity and seek to remove obstacles to its achievement.
- Recommend that applicants with disabilities who meet the essential requirements of the post are interviewed, and do everything reasonably practical to adapt jobs and premises to meet the needs of people with disabilities.
- Measure the effectiveness of our policies by regular monitoring of both existing employees and of job applicants.

## EQUAL OPPORTUNITY MONITORING

So that we can measure the effectiveness of this charter, we need to collect information about our job applicants. **Therefore please fully complete and return the Monitoring Form attached to this application form.**

- When your application is received the Monitoring Form will be removed before the form goes to those involved in shortlisting for interviews.
- Those involved in shortlisting and interview will not know what information is on the Monitoring Form.

## Positive Mental Health – Whole School Approach

Haberdashers' Abraham Darby aims to promote a whole-school positive approach to mental health and well-being for every member of staff and student; it is a fundamental to our values, mission and culture. We are a school that helps children flourish, learn and succeed by providing opportunities for them, and the adults around them, to develop the strengths and coping skills that underpin resilience.

# ESSENTIAL ADDITIONAL INFORMATION

## FOR POSTS WHICH INVOLVE WORKING WITH CHILDREN, YOUNG PEOPLE

### AND/OR VULNERABLE ADULTS

The post for which you are applying will involve working with children, young people and/or vulnerable adults. In order to ensure the safety of children and vulnerable adults, your application will be subject to rigorous pre-employment checks.

**Please read this information carefully.**

1. The references you have offered will be taken up prior to interview without seeking further permission from you. We also reserve the right to contact any other previous employer for a reference.
2. We will also take into consideration relevant information received from **any** source. This may include information held by Telford & Wrekin Council, for example in Social Care or Education, and information received from other external authorities or bodies.
3. You will be required to provide proof of any educational qualifications or memberships of professional bodies that are stated in your application form.
4. You will be asked to submit original proof of identification, including photo ID, such as a birth certificate, National Insurance number, passport or driving licence. You will also be asked to submit all marriage certificates in cases where you have changed your name, and previous address details.
5. You will have to complete a medical questionnaire and may be required to meet with our Occupational Health physician if required.
6. You may be subject to a probationary period. Failure to successfully complete a probationary period may lead to a further probationary period or dismissal.

### References

In order to comply with legal and regulatory requirements, your named referees, from whom we collect personal data such as name, role, commencement and termination dates of employment and general indication of your performance, will be used to:

- Assess your skills, qualifications and suitability for the role
- Carry out background and reference checks, where applicable
- Comply with legal or regulatory requirements

In line with our GDPR duties and responsibilities, we have put in place appropriate security measures to prevent your personal information from being accidentally lost, used or accessed in an authorised way, altered or disclosed. In addition, we limit access to your personal information to those employees and other third parties who have a business need to know. They will only process your personal information on our instructions and they are subject to a duty of confidentiality. We have put in place procedures to deal with any suspected data security breach and will notify you and any applicable regulator of a suspected breach where we are legally required to do so.

By completing and signing the application form, you are consenting to the named referees to release a written and/or verbal reference to ourselves.

For further information, we refer you to our Recruitment Privacy Policy, which is available from our website.

### DISCLOSURE AND BARRING SERVICE (DBS) AND RECRUITMENT CHECKS

The academy is legally obligated to process an Enhanced Disclosure and Barring Service (DBS) check before making appointments. The DBS check will reveal both spent and unspent convictions, cautions, reprimands and final warnings, and any other information held by the local police that is considered relevant to the role. Any information that is 'protected' under the Rehabilitation of Offenders Act 1974 (Exceptions) Order 1975 (2013 and 2022) will not appear on a DBS certificate. For posts in regulated activity, the DBS check will include a barred list check. It is an offence to seek employment in regulated activity if you are on a barred list.

The DBS will send you the original DBS certificate and inform Haberdashers' Abraham Darby of the result of their search. This information will enable the Principal to make his decision on possible employment. You are

required to show us, your employer, the original DBS certificate prior to your employment start date. This information is stored on our Single Central Register (SCR).

We undertake to discuss any matter revealed in a Disclosure with the person seeking the position before withdrawing a conditional offer of employment.

If you require further information you can contact the DBS direct by email or telephone, or visit their website: <https://www.gov.uk/government/organisations/disclosure-and-barring-service>

Email: [customerservices@db.gov.uk](mailto:customerservices@db.gov.uk)

Telephone: DBS Helpline - 03000 200 190

If you do take up employment it is necessary for you to inform the Principal and HR Manager of any cautions, bind overs or convictions you sustain during the subsequent course of your employment. **Failure to do so will lead to dismissal.**

For all employees of Haberdashers' Abraham Darby, DBS checks will be renewed every 5 years and all staff are expected to sign an annual Disqualification Safeguarding Declaration Form.

## **CRIMINAL CONVICTIONS**

The amendments to the Rehabilitation of Offenders Act 1974 (Exceptions) Order 175 (2013 and 2022) provides that when applying for certain jobs and activities, certain convictions and cautions are considered 'protected'. This means that they do not need to be disclosed to employers, and if they are disclosed, employers cannot take them into account.

Should you be shortlisted for interview, you will be asked to declare on a separate form whether you have any convictions or cautions that are not 'protected' in line with this legislation. Further information on the filtering of these cautions and convictions can be found in the [DBS filtering guide](#)

## **RIGHT TO WORK IN THE UK**

The academy will require you to provide evidence of your right to work in the UK in accordance with the Immigration, Asylum and Nationality Act 2006. By signing the application form you agree to provide such evidence when requested.

## **IMPORTANT**

**WE WILL REPORT ALL PERSONS TO THE RELEVANT AUTHORITIES WHO ATTEMPT TO OBTAIN EMPLOYMENT WHILST THEY ARE DISQUALIFIED FROM WORKING WITH CHILDREN, YOUNG PEOPLE AND/OR VULNERABLE ADULTS.**

# THE RECRUITMENT PROCESS

## WHAT WILL HAPPEN NEXT?

If you are successfully shortlisted for interview, we will contact you on or just after the closing date with details of the interview process and the date of interview. You will be asked to complete and return a criminal self-disclosure form before the date of your interview.

You will be asked to personally sign the criminal self-disclosure form and your application form at interview.

If you are not shortlisted for interview, we endeavour to always reply individually to every applicant within 28 days of the closing date regardless of the number of applications received.

As a candidate applying for employment with Haberdashers' West Midlands Academies Trust and Haberdashers' Abraham Darby you can expect to be dealt with courteously, efficiently and fairly. If, at any stage of the recruitment process, you are unhappy with the way you are treated, or if you have any suggestions as to how we can do better, please do not hesitate to contact the HR Manager/PA to the Principal or the Principal direct.

If you require any help or have any questions about the recruitment process or the position you are applying for, please contact either the HR Manager/PA to the Principal, who will be more than happy to assist you.

If you would like to visit the Academy before the closing date or have an informal discussion with the Principal, please arrange this via the HR Manager/PA to the Principal via email ([deborah.tudor@taw.org.uk](mailto:deborah.tudor@taw.org.uk)) or telephone (01952 386002)

**Whatever the outcome of your application, thank you for the interest you have shown in working for Haberdashers' West Midlands Academies Trust and Haberdashers' Abraham Darby.**

**Good luck with your application!**



Confident - Calm - Caring

Haberdashers' Abraham Darby Ironbridge Road Madeley Telford Shropshire TF7 5HX