

# Tring School

## Your Recruitment Guide

### *Teaching Assistant*



*Tring School is an exciting place to work, learn and be part of a successful community. Our staff overwhelmingly enjoy working in such a great school with wonderful students.*

# Contents

Vision and Ethos	3
Letter from the Head teacher	4
The School	
History – About Tring	5
New Build Development	6-7
The Future	8
Advert and Job Description	9-11
Recruitment Policy	12-14
Staff and Governor Information	15
Contact	16

*“Live To Learn, Learn to Live”*



# Values and Ethos

We all develop best in an atmosphere of trust and confidence, in which everyone is valued, everyone's needs are regarded as important, and where everyone's personal achievements are respected. It is, therefore, the aim of Tring School to support and encourage the continued growth of a community in which Christian values of respect, mutual care, consideration and acceptance flourish.

## In our school we value

- Ourselves and others
- The opportunity to learn
- The environment which we share
- The community in which we live



## Who and what we are

Tring is no ordinary school. After a short time spent here, the majority of visitors to the academy come to similar conclusions: 'it's about the people, isn't it?' They marvel at the quality of relationships: between staff, staff and students, students with each other. They note how happy students appear to be and how incredibly hard-working and dedicated are our staff - teaching, support and administration. Relaxed but with a real sense of purpose is a frequent summary. Our Christian ethos underpins our work.

*'There is a real sense of collaboration between teachers and students, who show a high degree of maturity in their attitudes as learners.'* Ofsted 2014

And their reflections are not misguided. Tring is about our people. It is about our shared values and beliefs and above all the place of work and study and, collectively, we want this to be our vision.



# Tring School

Mortimer Hill, Tring, Hertfordshire, HP23 5JD

Tel: 01442 822303

Email: [tringschool@tringschool.org](mailto:tringschool@tringschool.org)

[www.tring.herts.sch.uk](http://www.tring.herts.sch.uk)

Headteacher: Mrs Susanna Collings BSc (Hons), MA, FRSA

Dear Applicant

Thank you for expressing an interest in the post at Tring School. We are immensely proud of our school and the progress we make every day ensuring our students get an amazing educational experience. We expect our students to achieve highly because we have great staff and high expectations for all of them as well! We make no apologies for being unrelenting in the pursuit of the highest standards for every student. In turn this requires your full and unwavering support.

It is great staff and students that make great schools and Tring School typifies this. Our staff work tirelessly because they understand what it takes to get the best out of each student and I am honoured to be leading this team of talented and dedicated colleagues. We have the power to nurture wonderful students with a sense of morality, hometown pride and ambition and we strive to teach and educate like we invented it! Our motto of 'Live to Learn and Learn to Live' is part and parcel of everyday life at Tring School. Within our Christian community we believe in successful learners, confident individuals and responsible citizens, and this means that we value the success of everyone, as well as their honesty and integrity. We celebrate determination, foster resilience and encourage initiative. We expect all individuals to respect others and have a sense of responsibility towards the community in which they live and work.

Our external metrics such as our GCSE and A-Level results are all good and outstanding. We are within the top 10% for ALL schools for post 16 provision and we are very pleased to see our student numbers continually growing. To find out more please visit our website and under the 'About Us', you will find Ofsted and SIAMs reports which give a strong reflection of our school. Annual staff feedback indicates that over 98% of staff are very happy and proud to work in our school. They are clear on our direction and say they feel supported within their work. Annual feedback from parents and students rate our academic provision and pastoral care very highly with over 85% satisfaction. I also recommend that you read our strategic vision to really understand our ethos.

As the proud Headteacher of this wonderful school I have an overwhelming sense of duty to give Tring a legacy of world class education. It sounds grand, however my words aren't about this letter but a campaign based on having no excuses for accepting anything less. If you feel this matches your own beliefs and values then I would be delighted to hear from you. In your person specification please include concise indications of your experience, achievements to date and how they will match the needs of the role here. Please add some thoughts on your educational philosophy and values since this will help us to understand more about you. We are also keen to discover something about you as a person; your interests, preoccupations and achievements.

I do hope that you'll make an application to join us and that we will have the chance to meet.

Yours sincerely

Mrs Sue Collings  
Headteacher

# The School

## About Tring

Tring is a small market town in the Borough of Dacorum, Hertfordshire. Tring has a population of around 12,000 people and is classed as an area of outstanding natural beauty, 30 miles north-west of London. It is set in beautiful surroundings such as Tring Park, Chiltern Hills and Grand Union Canal.



Tring is steeped in History, with it dating back to prehistoric times. Tring Park mansion was once the home to the Rothschild family, who made a considerable impression on the town. Tring is home to the Natural History Museum which was originally built by the Rothschild family. This has remained ever popular and draws many visitors into Tring still to this day.



Nowadays, Tring is home to an abundance of local café's, restaurants, shops and theatre – Pendley Manor. The theatre hosts a whole array of productions and is most famous for 'Tringe,' which is the comedy warm up to Edinburgh Fringe. Tring has many traditional pubs which are charming in their own right. They serve and support local ales supplied from Tring brewery. Tring houses a Marks and Spencer and Tesco for those all-important supplies. It also has a gorgeous Spa, Champneys, for those who want to indulge.

As the principal secondary school in the area, we take our obligation to the local community seriously and encourage our students to play an active role in the town's life, for example by joining the Tring Youth Town Council or volunteering for local charities, or through participating in work experience programmes with nearby businesses.



# School Rebuild 2018-2021

Extremely exciting times lie ahead for us at Tring School for all students, staff and parents. Although nothing is certain (but we already have the funding) plans have been submitted to build a brand new two to three storey block, along with an innovative sports complex, to be completed by April 2021. Everyone is beaming with excitement for this development as it will really enhance the learning environment for our pupils and match the 'outstanding' standards we set ourselves.

The plan is for the initial work to begin during the summer holidays next year 2018. Modular classrooms will be brought into school and be installed on the current playing fields. Once the modular classrooms are operational several blocks will be demolished including the Neville, Hobson and Watkins.

Construction will then begin on two large buildings in the area between the existing sports hall and the Desborough hall:

1. A single large school building of three stories
2. A sports hall with additional leisure facilities.

Once the two new buildings are complete and operational the modular classrooms will be removed and another new three story block will be built. All redundant buildings will then be demolished. Once this has been completed the ground will be landscaped and will include full access for buses and adequate parking for both the school and the sports centre.

## Timeline - *This is subject to change*

### 2018

January Evaluation of high level bids and a shortlist of two companies created

### 2018

May Preferred supplier selected

June Contracts signed

August Some buildings demolished during summer holidays

October Modular classrooms installed, construction of school buildings and sports hall commences

### 2020

December Phase 1 construction complete

### 2021

January Modular classrooms removed, phase 2 construction commences.

December Everything complete.

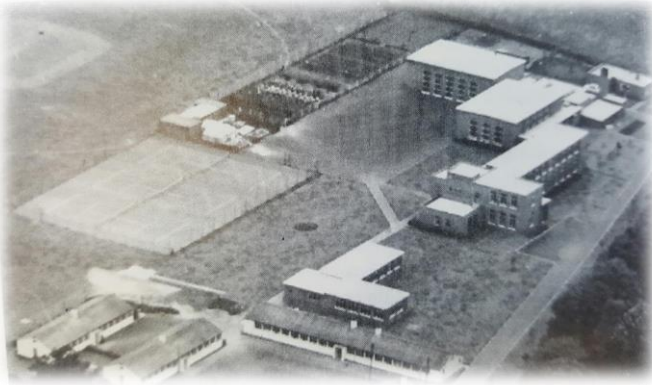
# Multi Academy Partnership

In the autumn of 2017 the school converted from a single to a multi academy trust called the Ridgeway Learning Partnership. We think this is a hugely positive step forward for the school and indeed the town of Tring and the surrounding villages. This establishes a year's 3-19 education for all of the schools who join the MAT that will bring so many benefits to all of the children in our schools. Over time we hope that all of the like-minded local schools will become part of the Ridgeway Learning Partnership thereby bringing benefits to the children, the staff and all other stakeholders.

## Local new school buildings

The new builds at Kings Langley and Longdean show a real flair and innovation that not only makes them great to teach in but they are also interesting and exciting buildings in their own right. We guarantee that the new development will be extremely more efficient in terms of student movement, teaching spaces, common spaces, dining facilities and energy usage.

There is also the option for the school to put in money to create additional facilities and this is under discussion in terms of the possibility of us becoming a School-Centred Initial Teacher Training (SCITT) provider.



The original school buildings from 1955...

What we look like currently...



And for our own amusement, what we could look like...

# The Future – Strategic Vision 2017-2021

## The Head

### ‘A World -Class School’

This is how we would wish Tring School to be viewed in 2021 - a fitting culmination to the journey laid out here. This is our aspiration. And it is a collective aspiration. Governors, staff, students and many parents have contributed to this five year strategic vision; assisted and contributed to by other educationalists, business leaders and facilitators, all in some way linked to Tring School. To quote a well-known ancient African proverb, ‘It takes a village to raise a child.’

For all of the apparent complexity, the myriad of thought, speech and intended actions found in this document, our work in secondary school is actually very simple. Children arrive at age 11 alive with energy, hope and dreams. They leave at 18 or 19 as adults needing, quite simply, to be ready to thrive in the adult world. They must qualify for this. However, academic qualifications themselves are not enough. In the twenty first century, with the staggering pace of change - social, technological, economic and environmental - the now global, young e-citizen will, without doubt, need a different view of themselves and the world in which they live than any previous generation of young adults. They will need to possess a deep-rooted confidence and self-belief, a level of creativity, resilience and competitiveness that borders on the entrepreneurial and above all a well-rounded character, rooted in care for self, others and their environment; and these characteristics must be values-based. Our motto: Live to Learn — Learn to Live. In addition to securing the highest standards of achievement, our motto underpins all that we seek to do to nurture the same in the young people whom we are privileged to serve for the formative seven years of their lives.

I invite you to join us on this journey.

Sue Collings



# Advert - Teaching Assistant

**Responsible To:** SENCo  
**Salary:** H2, £15,807 - £16,781 pro rata  
**Contract:** Permanent Full time / Part time (Monday-Friday, during the school day, term time)  
**Start Date:** Monday 5 February 2018

We are looking to appoint a Teaching Assistant to join our very skilled and committed team on either a full or part time basis. You will be working closely with teachers supporting the learning of students. You will also be expected to provide support for students requiring personal care. A good understanding and knowledge of Science topics would be advantageous.

Tring School is popular and over-subscribed, serving the town of Tring and the surrounding villages. It is a mixed Church of England all-ability school, 1500 on roll, over 300 Post-16. Academic attainment is well above average and improving year on year. The school strives to support and encourage individual growth within a caring community. We have a talented team of staff who are ambitious to become outstanding in all areas of our work.

Ofsted Inspection November 2017 stated: 'Pupils are highly motivated to learn.'  
'Teaching is good overall with outstanding features.'

A comprehensive induction programme will be given, with opportunities for further training and personal development. We have a committed wellbeing team who are there to support the welfare of all colleagues.

**Please visit the school website for support staff application forms and send all completed forms, along with a cover letter, to Carly Smith, HR Manager at [hr@tringschool.org](mailto:hr@tringschool.org)**

**Closing date: Wednesday 31 January 2018**

We are committed to safeguarding and promoting the welfare of children and young people and expect all staff and volunteers to share this commitment. All successful applicants will be subject to an Enhanced DBS check.

# Job Description - Teaching Assistant

Responsible To:	SENCo
Salary:	H2, £15,807 - £16,781 pro rata
Contract:	Permanent Full time / Part time (Monday-Friday, during the school day, term time)
Start Date:	Monday 5 February 2018

We are looking for an enthusiastic and passionate Teaching Assistant who can support pupils across a range of abilities as well as undertake duties that free up a teacher's time, such as preparing the classroom. The candidate will have an interest in education and a passion to see young people succeed. Experience as a Teaching Assistant is not essential.

## Responsibilities

The candidate will be required to carry out the following responsibilities.

- Support SEN students in a range of subject lessons.
- Attend to pupils' personal needs, including social, health, hygiene, first-aid and welfare matters.
- Carry out administrative duties, e.g. classroom resources, photocopying, filing, record keeping.
- Assist the subject teacher with the planning and delivery of learning activities.
- Accompany teachers and pupils on out-of-school activities and take responsibility for a group, under the direction of a teacher.
- Manage challenging pupil behaviour.
- Support students in exams/assessments by reading and/or scribing.
- In the role of Key Worker; liaise with parents and carers; meet an identified key student on a regular basis and record these meetings on a central log.
- Be responsible for monitoring and reviewing Individual Educational Plans for identified key students.
- Be aware of and support difference. Ensure that pupils have equality of access to opportunities to learn and develop.
- Be aware of and comply with policies and procedures relating to child protection, health, safety and security, confidentiality and data protection; and report all concerns to an appropriate person.

## Skills and Qualifications

- 5 GCSE's or equivalent including a C in both English and Maths

- Experience in the use of ICT
- Knowledge of current developments in supporting Teaching & Learning
- A strong regard for pupil safety and well-being
- A professional attitude to your work
- A positive approach to working with children and the ability to motivate, inspire and build rapport
- Understanding of helping vulnerable children

## Person Specification

- Excellent communication and interpersonal skills
- Ability to work in a team
- Ability to show initiative
- Ability to help maintain a caring and supportive class environment
- Willingness to lead training in a specific area.
- A pro-active approach to working with children
- Able to maintain confidentiality
- Commitment to safeguarding and promote the welfare of children

Please visit the school website for support staff application forms and send all completed forms, along with a cover letter, to Carly Smith, HR Manager at [hr@tringschool.org](mailto:hr@tringschool.org)

Closing date: Wednesday 31 January 2018

The school has recently rolled out a one to one Chromebook scheme across all key stages and has been recognised for its innovation in using G-Suite by becoming a Google Reference School.

*This job description is a guide to the work that you will initially be required to undertake. It may be changed from time to time, in consultation with you, to meet changing circumstances. It does not form part of your contract of employment.*

*We are committed to safeguarding and promoting the welfare of children and young people and expect all staff and volunteers to share this commitment. All successful applicants will be subject to an Enhanced DBS check.*

*For further information about this vacancy, please contact Carly Smith, HR Manager [hr@tringschool.org](mailto:hr@tringschool.org)*

# Recruitment Policy



The purpose of this policy is to set out the minimum requirements of a recruitment process that aims to:

- Attract the best possible applicants to vacancies;
- Deter prospective applicants who are unsuitable for work with children or young people;
- Identify and reject applicants who are unsuitable for work with children and young people.

## Identification of Recruiters

Subject to the availability of training, the school will maintain a position in which at least one recruiter has successfully received accredited training in safe recruitment procedures.

## Inviting Applicants

Advertisements for posts, whether in newspapers, journals or on-line, will include the statement: "The school is committed to safeguarding children and young people. All post holders are subject to a satisfactory Disclosure and Barring Service (DBS) check."

## Prospective applicants will be supplied, as a minimum, with the following:

- Job description and person specification;
- The school's child protection policy;
- The school's recruitment policy (this document);
- The selection procedure for the post;
- An application form.

## Short listing and References

1. Short-listing of candidates will be against the person specification for the post
2. Where possible, references will be taken up before the selection stage, so that any discrepancies can be probed during the selection stage.
3. References will be sought directly from the referee. References or testimonials provided by the candidate will never be accepted.
4. Where necessary, referees will be contacted by telephone or email in order to clarify any anomalies or discrepancies. A detailed written note will be kept of such exchanges.
5. Where necessary, previous employers who have not been named as referees will be contacted in order to clarify any anomalies or discrepancies. A detailed written note will be kept of such exchanges.
6. Referees will always be asked specific questions about:
  - The candidate's suitability for working with children and young people;
  - Any disciplinary warnings, including time-expired warnings, that relate to the safeguarding of children;
  - The candidate's suitability for this post.

School employees are entitled to see and receive, if requested, copies of their employment references.

## Employment Checks

1. **All successful applicants are required:**

- to provide proof of identity
- to complete a DBS application using HertsGuard and receive satisfactory clearance
- have a satisfactory certificate of good conduct relating to time spent living outside of the UK, where applicable
- to pass a prohibition from teaching check
- to provide actual certificates of professional qualifications, as deemed appropriate by the school
- to complete a confidential health questionnaire and be deemed mentally and physically fit to perform the role
- to provide proof of their right to work in the United Kingdom
- to complete a childcare disqualification declaration

### **Proof of identity, Right to Work in the UK & Verification of Qualifications and/or professional status.**

All applicants invited to attend an interview at the school will be required to bring their identification documentation such as passport, birth certificate, driving licence etc. with them as proof of identity/eligibility to work in UK in accordance with those set out in the Immigration, Asylum and Nationality Act 2006 and DBS Code of Practice Regulations.

In addition, applicants must be able to demonstrate that they have actually obtained any academic or vocational qualification required for the position and claimed in their application form.

### **Fitness to undertake the role**

A confidential pre-employment health questionnaire must be completed to verify the candidate's mental and physical fitness to carry out their work responsibilities. A job applicant can be asked relevant questions about disability and health in order to establish whether they have the physical and mental capacity for the specific role.

### **Offer of appointment**

The appointment of all new employees is subject to the receipt of a satisfactory DBS Certificate, references, medical checks, prohibition checks, childcare disqualification checks and waivers, copies of qualification and proof of identity.

### **Single Central Record**

The school must keep a single central record, referred to in the regulations as the register. The single central record must cover all staff (including supply staff, and teacher trainees on salaried routes) who work at the school. Confirmation that these checks have been carried out along with the date the check was undertaken/obtained must be logged on this record for all employees of the school.

### **Induction**

The school recognises that safer recruitment and selection is not just about the start of employment, but should be part of a larger policy framework for all staff. The school will therefore provide ongoing training and support for all staff. All staff who are new to the school will receive induction training that will include the school's safeguarding policies and guidance on safe working practices. Regular meetings will be held during the first 3 months of employment between the new employee(s) and the appropriate manager(s).

*Tring School is an Equal Opportunities employer and is committed to equality in regard to our policies and practices for employees and potential employees. This means that no employee or applicant will be treated less favourably on the grounds of their sex, marital status, race, nationality or ethnic origin, disability, sexual orientation, gender identity, age, religion, working practices or whether they are pregnant.*

# Staff and Governors



## Staff

We have around 190 staff members who work at Tring School. This is made up of 105 Teaching staff and 85 Support staff. Staff thoroughly enjoy working here and results from our staff survey 2017 show that 98% of staff are proud to work for Tring School; which we believe to be a fantastic achievement! The Leadership team are made up of the Headteacher, Deputy Headteacher, six Assistant Headteachers, Senior Leader and Business Director.

We have an awesome Well-Being team which gets together about once a month to discuss all things 'people.' We discuss the current feelings of all our colleagues and provide solutions in order to support them. We have some amazing clubs that have been put together for the well-being of our staff such as Megafit, Crafts club and swimming. We encourage all new staff to get involved as we really do believe it helps to sustain high morale.

We like to find any old excuse to give out goodwill presents to all staff on special occasions. Recently we all received an Easter Egg to wish us a happy Easter break.

## Governors

Tring Governing Body has 12 members, plus the Headteacher. The others represent various parties with an interest in the school's success:

- There are 3 parent governors
- Then, because Tring is a Church of England School, a quarter of the governing body must be appointed by the Church: one of these is always the current Rector of Tring (ex-officio)
- 2 are elected by the staff: one teacher and one a member of the support staff
- There are 3 community governors and one co-opted governor

# Contact

Tring School  
Mortimer Hill  
Tring  
Hertfordshire  
HP23 5JD



01442 822303  
[hr@tringschool.org](mailto:hr@tringschool.org)

[www.tring.herts.sch.uk](http://www.tring.herts.sch.uk)  
[tringschool@tringschool.org](mailto:tringschool@tringschool.org)

<https://www.google.co.uk/maps/place/Tring+School/@51.7959623,-0.6593906,17z/data=!4m5!3m4!1s0x48765bc55c313cb7:0x1a1ed7246ced241c!8m2!3d51.798029!4d-0.654629>

