



Haberdashers'
ABRAHAM DARBY

Confident - Calm - Caring

Candidate Information Pack

Teaching Assistant

33.25 hours per week, term time only

Required from January 2022

Closing Date: Friday 3rd December 2021

We do reserve the right to close this advertisement early if we receive a high volume of suitable applicants.



Ironbridge Road Madeley
Telford Shropshire TF7 5HX

Telephone: 01952 386000
Email: ad.academy@taw.org.uk
Web: www.haberdashersabrahamdarby.co.uk
Twitter: @HabAbrahamDarby
Principal: L J Hadley BA Hons MSt

November 2021

Dear Applicant

Thank you very much for your interest in the post of **Teaching Assistant** at Haberdashers' Abraham Darby. This post is for 33.25 hours per week, term time only we are looking to appoint someone to start in January 2022. The actual salary is £14,074.77 per annum.

The Academy is looking to appoint an experienced and enthusiastic Teaching Assistant to join our learning support team. The successful candidate will work under the instruction of the SENCO to work with pupils with Social, Emotional and Mental Health Needs (SEMH), supporting pupils both in the classroom and within our SEMH provision.

If you feel that you could bring further impetus to our drive to improve the provision for our SEND pupils and have the necessary energy, enthusiasm and sense of humour then please get in touch!

The qualities that we will be looking for in the successful candidate include:

- Teaching Assistant qualification Level 2 Award in Support Work in Schools or Level 2 Certificate in Supporting Teaching and Learning in Schools (or equivalent) – or working towards
- Numeracy/literacy skills – equivalent to NVQ level 2/GCSE in Maths and English
- Ability to relate well to pupils and adults
- Ability to organise own work
- Excellent communication and listening skills
- Ability to work constructively as part of a team, understanding Academy roles and responsibilities.
- Teaching Assistant experience with students with SEMH needs (desirable)
- Experience of working with or caring for children / young people or relevant age (11-18) (desirable)

We have enclosed a number of pieces of information in this candidate information pack that you will find helpful in making an application, including:

1. Job Description and Person Specification
2. Information about Haberdashers' Abraham Darby
3. Guidance on completing the application form

Further information about Haberdashers' Abraham Darby can be gained from our website.

In making your application, please:

- Download and complete the application form in full
- Please include a supporting statement describing why you are applying for the post, together with the skills and experiences you would bring and why we should offer the position to you.
- Attach a brief Curriculum Vitae if you wish (optional)

Haberdashers' Abraham Darby is committed to protecting children and young people. Therefore, please note that the successful applicant will be subject to an Enhanced DBS check and must be eligible to work in the UK.

The closing date for applications is **3pm on Friday 3rd December 2021**. Please email your completed application to the HR Manager: deborah.tudor@taw.org.uk. Interviews will be held shortly after the closing date. If you wish to discuss the post in more detail before submitting an application or wish to visit the Academy, please contact the SENCO, Mrs Mettem, on 01952 386000 or via email lynne.mettem@taw.org.uk



Haberdashers' Adams' Federation Trust

Haberdashers' Abraham Darby

JOB DESCRIPTION

1.0	POST TITLE	:	Teaching Assistant
2.0	POST REFERENCE NUMBER	:	3462460
3.0	NAME OF CURRENT POST OCCUPANT	:	TBC
4.0	OCCUPANT'S COMMENCEMENT DATE	:	TBC
5.0	GRADE OF POST	:	Grade 3
6.0	SPINAL POINT	:	Point 3 (£9.7715 per hour)
7.0	ANNUAL SALARY	:	£14,074.77 per annum
8.0	WORKING WEEKS	:	38 weeks (term time only)
9.0	PAID WEEKS	:	43.32 weeks (0-5 years' service)
10.0	ANNUAL HOLIDAY ENTITLEMENT	:	Included within term time conditions
11.0	WORKING HOURS	:	33.25 hours per week
12.0	PURPOSE OF JOB		

To work under the instruction/guidance of the SENDCO to work with pupils with Social, Emotional and Mental Health Needs (SEMH), supporting pupils both in the classroom and within our SEMH provision/Hub, to enable access to learning for these pupils.

13.0 MAIN DUTIES AND RESPONSIBILITIES

The post holder will be required to:

SUPPORT FOR PUPILS

- Supervise and provide particular support for pupils with Social, Emotional and Mental Health Needs (SEMH) ensuring their safety and access to learning activities
- Assist with the development and implementation of Individual Education/Behaviour Plans
- Establish constructive relationships with pupils and interact with them according to individual needs
- Promote the inclusion and acceptance of all pupils
- Encourage pupils to interact with others and engage in activities led by the teacher
- Set challenging and demanding expectations and promote self-esteem and Independence
- Provide feedback to pupils in relation to progress and achievement under guidance of the teacher

SUPPORT FOR TEACHERS

- Ensure full support for the entirety of the lesson is provided for staff and pupils.

- Create and maintain a purposeful, orderly and supportive environment, in accordance with lesson plans and assist with the display of pupils' work
- Use strategies, in liaison with the teacher, to support pupils to achieve learning goals
- Assist with the planning of learning activities
- Monitor pupils' responses to learning activities and accurately record achievement/progress as directed
- Provide detailed and regular feedback to teachers on pupils' achievement, progress, problems etc.
- Promote good pupil behaviour, dealing promptly with conflict and incidents in line with established policy and encourage pupils to take responsibility for their own behaviour
- Establish constructive relationships with parents/carers
- Administer routine tests and invigilate exams and undertake routine marking of pupils' work
- Provide clerical/admin support e.g. photocopying, typing, filing, money, administer coursework etc.

SUPPORT FOR THE CURRICULUM

- Undertake structured and agreed learning activities/teaching programmes, adjusting activities according to pupil responses
- Undertake programmes linked to local and national learning strategies e.g. literacy, numeracy and KS3, recording achievement and progress and feeding back to the teacher
- Support the use of ICT in learning activities and develop pupils' competence and independence in its use.
- Prepare, maintain and use equipment/resources required to meet the lesson plans/relevant learning activity and assist pupils in their use
- Be aware of and support to ensure all pupils have equal access to opportunities to learn and develop.

SUPPORT FOR THE ACADEMY

- Develop contact with families and carers of identified pupils to support action plans and the achievement of targets
- Assist with the supervision of pupils out of lesson times, e.g. lunchtimes, sports day
- Accompany staff and pupils on visits, trips and out of school activities as required and take responsibility for a group of pupils under the supervision of the teacher
- Attend and participate in relevant meetings as required

General Expectations of all staff

- Be aware of and comply with all the Academy and Trust's policies and procedures especially relating to child protection, health and safety, security, confidentiality and data protection, reporting all concerns to an appropriate person.
- To adhere that Haberdashers' Abraham Darby is a designated no smoking workplace. It is expected that staff maintain a professional dress code and that staff ID badges will be worn and on show at all times. It is a requirement that all staff sign in on arrival via the signing in app system and sign out on departure.
- Develop and maintain professional and effective working relationships with all colleagues.
- To attend regular statutory training as and when required (including safeguarding/child protection updates). This may be outside of your normal working hours.
- Be aware of and support to ensure equal opportunities for all.
- 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.
- Support and contribute to the overall ethos, work, aims and vision of the Academy and Federation Trust.

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

14.0 SPECIFIC JOB TITLE

Teaching Assistant

15.0 SPECIFIC SUPERVISORY RESPONSIBILITY

None

16.0 LINE MANAGER

The post holder will report to the SENCO

17.0 CONTACTS

Staff, parents, pupils, members of the local community and outside agencies

18.0 PERSON SPECIFICATIONS

Essential

- Teaching Assistant qualification Level 2 Award in Support Work in Schools or Level 2 Certificate in Supporting Teaching and Learning in Schools (or equivalent) – or working towards
- Numeracy/literacy skills – equivalent to NVQ level 2/GCSE in Maths and English
- Ability to relate well to pupils and adults
- Ability to work effectively as part of a team, understanding Academy roles and responsibilities, and your own position within these
- Excellent communication and listening skills
- Ability to organise own work
- Willingness to undertake the training required for the role and a strong commitment to personal continued professional development
- Awareness of the needs of employees and a commitment to equality of opportunity

Desirable

- Teaching Assistant experience with students with Social, Emotional and Mental Health Needs
- Effective use of ICT to support learning
- Experience of working with or caring for children / young people or relevant age (11-18)
- Experience of working with families/carers from different social and ethnic backgrounds
- Experience in an educational environment
- Training in relevant learning strategies, e.g. literacy
- A current driving licence and/or access to transport

19.0 PERSON QUALITIES

- Reliability, integrity and confidentiality
- Cheerful, friendly and approachable
- Student-focused commitment
- Evident enjoyment of working with young people
- A sense of humour
- Open and transparent work ethic
- Flexibility – adaptability to changing circumstances and new ideas
- Ability to manage and overcome setbacks
- Strong team player
- An excellent record of attendance and punctuality
- Take responsibility for your own professional development

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 will be carried out prior to employment and this will be renewed every 5 years, and all staff are expected to sign an annual Disqualification Safeguarding Declaration Form. We hold regular statutory Child Protection/Safeguarding 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 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.

NOTE 1

This Job Description may be reviewed at the end of the school year or earlier if necessary. It may be amended at any time, after discussion and agreement with you, and may form part of the appraisal process.

NOTE 2

Whilst every effort has been made to explain the main duties and responsibilities of the post, each individual task may not be identified. Support Staff will be expected to comply with any reasonable request from their line manager to undertake work of a similar level that is not included in this Job Description. Support Staff are expected to be courteous to colleagues and pupils, and provide a welcoming environment to visitors and telephone callers.

NOTE 3

This job description is current at the date shown, but in consultation with the postholder, may be changed by the Principal/Vice Principal SEND to reflect or anticipate changes in the job commensurate with the grade and job title.



Information on Haberdashers' Abraham Darby

History of the school: Abraham Darby Academy opened on 1st 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' Adams' Federation Trust, which is a federation with Haberdashers' Adams (a converter 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 in the Schools Music for Youth Proms at the Royal Albert Hall in 2016 and 2017 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. 10% of the agreed admission number of pupils each academic year is admitted on the basis of aptitude in music or sport.

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.





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Ironbridge Road Madeley Telford TF7 5HX

TEACHING ASSISTANT

33.25 hours per week, term time only

Grade 3, Point 3 (£9.7715 per hour)

To start in January 2022

We are seeking to appoint an experienced and enthusiastic Teaching Assistant to work with pupils with Social Emotional and Mental Health Needs (SEMH), supporting pupils both in the classroom and within our SEMH provision.

Further information and an application form are available from our website:

<https://www.haberdashersabrahamdarby.co.uk/support-staff-vacancies/>

Completed application forms should be returned to the HR Manager:

Email: deborah.tudor@taw.org.uk

If you wish to discuss the post in more detail please contact the SENDCo,

Mrs Mettem, on 01952 386000 or via email: lynne.mettem@taw.org.uk

**The closing date for applications is
3pm on Friday 3rd December 2021**

*Haberdashers' Abraham Darby is committed
to protecting children and young people.*

*All posts working with children, young
people and vulnerable adults will be
subject to an enhanced DBS check.*

*Passionate about
learning ✓*

Good luck with your application!

SUPPORT STAFF APPLICATION

GUIDANCE NOTES ON 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' Adams' Federation 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' Adams' Federation and Haberdashers' Abraham Darby for the purposes of equality monitoring, compiling statistics and for the keeping of other employment records.

By signing and returning the 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' Adams' Federation 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 Federation 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 the 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.

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, valid and in date 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 submit 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 will be subject to a probationary period, usually of 6 months. 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)

1. This post is covered by the Rehabilitation of Offenders Act 1974 (Exceptions) (Amendments) Order 1986 and the Criminal Justice and Court Services Act 2000. It is also covered by the Protection of Children Act 1999.
2. A caution or conviction will not necessarily debar you from applying for the post. We will consider any previous offences in accordance with our Equal Opportunities Policy. There are, however, certain

offences which will debar you from working with children under the regulations made under the Children's Act, including Schedule 1 offences such as sexual and violent offences. If you require a confidential discussion concerning previous offences before applying for a post, you can contact the Principal or the HR Manager at the Academy.

3. At interview, or in a separate discussion, we will ensure that an open and measured discussion takes place on the subject of any offences or other matter that might be relevant to the position. Failure to reveal information that is directly relevant to the position sought could lead to withdrawal of an offer of employment.
4. Prior to any offer of employment being made you will be required to complete a **Disclosure and Barring Service On-line Application**. On this application you will need to declare **ALL CAUTIONS, BIND OVER ORDERS & CONVICTIONS**. This includes offences which are considered spent for other purposes or that you may believe have been removed from your record. You will need to provide original, valid and in date identification documentation, ideally passport, driving licence and one other proof of ID such as your birth certificate. At least one of these documents must show your current home address.

All information given will be treated as strictly confidential.

The DBS will search Police Force, Department of Health, and Department for Education & Skills records for relevant information. 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@dbb.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.

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.

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' Adams' Federation 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 or the Principal.

If you require any help or have any questions about the recruitment process or the position you are applying for, please contact 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) or telephone (01952 386002)

Whatever the outcome of your application, thank you for the interest you have shown in working for Haberdashers' Adams' Federation Trust and Haberdashers' Abraham Darby.

Good luck with your application!



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