



HABERDASHERS' ASKE'S FEDERATION



Haberdashers' Aske's Hatcham Temple Grove After School Club Leader RECRUITMENT PACK

A MULTI-ACADEMY
TRUST

www.habsfed.org.uk



About us

Hatcham Temple Grove Headteachers Welcome

Hello and welcome to Hatcham Temple Grove Primary school.

Hatcham Temple Grove is a two-form entry Primary School from Nursery to Year 6 based in New Cross, South East London.

Our aim is to ensure each child reaches their maximum potential academically and socially by providing engaging and challenging lessons and an environment where everyone works together to achieve positive outcomes and become lifelong learners. Hatcham Temple Grove is committed to providing quality first teaching as a basic entitlement for all learners. As a school we will continue to set high expectations, but it is with the support and engagement of our families that these expectations can be achieved.

Our music provision for pupils here is excellent. We encourage pupils to learn a musical instrument. Our aim is by the end of Year 6 every pupil leaves our school having learnt a musical instrument that they can continue to learn in secondary school. We offer German as our main language that is taught from year 1 upwards, in preparation for when they begin their secondary phase of education and hopefully continue the language they have been taught at an early age. Our approach is to make learning a new language fun!

Our expectations are extremely high in terms of pupil progress, achievement and behaviour and we teach and guide our pupils to behave respectfully toward others and the environment preparing them for the outside world.

As a school we provide a safe, rigorous, warm, creative, nurturing and challenging learning environment for pupils of all abilities and backgrounds to develop as well-adjusted young adults. We are an inclusive school welcoming children of all religions, cultures and abilities. We believe at Hatcham Temple Grove all children can be Helpful citizens. We believe all children can have a go and Try their very best in everything they do. We believe all the children can achieve Greatness!

If you too share this value, then this is the school for your child and I look forward to working with you on this exciting journey.

Miss Emily Gyimah
Headteacher
Hatcham Temple Grove

Being part of a Multi-Academy Trust

Our Federation brings together primary and secondary schools in an innovative and ambitious way. United by a single Trust Board, Chief Executive, Finance Director and Director of Performance. Our schools are autonomous with their own Principals, Head Teachers and senior leadership teams.

At the same time, links develop at every level and in every area of school life. There are excellent opportunities for sharing resources, learning from each other and student and teacher exchange. To work effectively as a group at this scale, we depend upon effective communication within and between our schools and externally. Improving the effectiveness of our internal and external communications is a key priority of our five-year strategy. The focus of our strategy is on using communication as a means to delivering our overall aims, which are set out below.

Statement of values, aims and ethos

The Haberdashers' Aske's Federation is a Federation of five primary and four secondary schools each at the heart of their community. They share a vision for the education of children and young people built from our values of aspiration and achievement, personal responsibility, self-discipline and mutual respect. We are forward looking and value innovation within the context of our long tradition of providing excellent education. Based upon these values we aim to ensure all the children and young people who come to our schools

- Are happy and safe at school and are able to learn successfully within a supportive environment
- Are able to achieve their full potential personally, academically and socially
- Develop and grow as independent, resourceful and resilient individuals
- Are equipped with the skills, qualifications and love of learning they will need to be successful in the world they will join as adults

We will achieve these aims by providing a safe environment where all children and young people can succeed through:

- Provision of a curriculum that is stretching, relevant and provides each student with the opportunity to excel
- High expectations of every member of our community
- Excellent teaching, leading to the highest standards of academic excellence
- The best standards of behaviour based upon our values of mutual respect, self-discipline and self-confidence
- A respect for tradition that embraces innovation and challenge

Our Five-Year Strategy

Our current five year strategy is summarised on the following page.

The first strand of the strategy is the alignment of our curriculum and its assessment. We have made good progress on this work with the core subjects and plan to move into other subjects and our primary curriculum later. We believe this is essential to ensure our students benefit from the capacity we have as a Federation to develop our curriculum and also to provide more robust and reliable assessment than they would otherwise experience.

Our curriculum principles underpin this work. These emphasise the central role of the core subjects and a knowledge led curriculum. The pedagogy we choose to support this is Direct Instruction, and that is included in the second strand of our strategy. We have spent the last several years moving towards this position and as a result of our experience and the research evidence behind both of these strands we are quite convinced this is the right direction in order for us to meet the very ambitious targets we have for pupil progress in the next five years.

THE HABERDASHERS' ASKE'S FEDERATION TRUST FIVE-YEAR STRATEGY 2018 – 2023



HABERDASHERS'
ASKE'S FEDERATION

OUR GOAL IS TO BE IN THE BEST TENTH OF MATS FOR PROGRESS*

KEY STAGE 2



Progress +2.5

Progress at key stage 2 of +2.5 in each subject, putting our MAT in the top 20 out of 150 primary MATs.

KEY STAGE 4



Progress 8 +0.5

Progress 8 at key stage 4 of +0.5, putting our MAT in the top five out of 50 secondary MATs.

A LEVEL



Value Added +0.2

Value added at A level of +0.2 putting our MAT in the top 5 out of 50 secondary MATs.



CURRICULUM



ATLAS



ANALYSIS



SIXTH FORM



COMMUNICATION



STRUCTURE



To implement our curriculum principles through fully aligned curriculum and assessment across our Federation from Year 1 to Year 11 and ensure it is fully communicated to all stakeholders

- Drive improvement in the secondary core subjects through new Core Curriculum Boards
- Align the primary curriculum and assessment by 2020
- Align history, geography, Spanish and French in the secondary phase by 2020



To establish our Atlas Teaching School as the provider of school improvement services within the Federation

- Ensure Direct Instruction is the principal pedagogy of the Federation
- Provide expert support and guidance as members of the core curriculum boards
- Provide subject level consultancy across the Federation



To ensure the Federation Analysis and Insight service leads the sector

- Ensure our data rich Federation is able to gain maximum benefit from this data
- Integrate data sources to provide insight that we would otherwise not have



To ensure our sixth forms are highly effective and the preferred provider within their communities securing their financial viability

- Ensure the quality of teaching and learning enables pupils to make excellent progress
- Maximise the "Haberdashers Advantage" by developing existing networks and creating new ones
- Develop a whole federation sixth form marketing strategy



To ensure our communication systems are efficient, reliable and effective

- High quality website and develop a social media presence
- Internal communications that ensure we are a highly effective organisation
- Ensure communications with external stakeholders are of the highest quality



Structure our multi-academy trust so high standards are sustainably delivered

- Ensure that our leadership structures result in excellence across our disaggregated Federation
- Establish Borough Academy as an excellent provider in the London Borough of Southwark
- Seek new opportunities for growth to our desired size of five or six all through clusters

* Year-on-year targets are presented in the Federation KPIs.

Haberdashers' Aske's Federation

The Quality Standards





After School Club Leader

Start date:	February 2020
Salary:	£9,101
Length of post:	Permanent
Location:	South East London
Accountable to:	Headteacher / Deputy Headteacher

Summary of the overall purpose of the job

HTG are looking to appoint an innovative After School Club Leader to lead and be responsible for the day to day organisation of the After School Provision at HTG providing high standards of care and play opportunities for children between the Ages of 4 – 11 years old in a safe and secure environment. You will need to be someone who is passionate about all aspects of childcare and education, and able to bring new ideas to the role. You will need to have a caring and dynamic approach, as well as, an ability to lead and motivate a range of staff.

Detailed Responsibilities

Key responsibilities and objectives of the job

- To lead the day to day management and organisation of the After School Club
- To provide line management to a team of play worker, directing the work of staff based at the After School Club, supervising their activities and inducting new staff members
- Work with all staff to ensure and provide care, play opportunities and activities in a nurturing and safe environment, with regard to the individual development needs of the children
- Liaise with the school with regard to the needs of children who attend the club
- To create a safe, welcoming and inclusive environment for all children
- To be aware of HTG policies and procedures and ensure these are adhered to
- To share responsibility for the welfare of all children at the club, following systems to ensure consistent, high-quality care
- To be vigilant and protect children from harm or abuse, reporting any concerns immediately – in accordance with child protection and whistleblowing policies
- To be reliable and punctual, maintaining staffing ratios at all times
- To develop genuine bonds with the children and support colleagues to sensitively fulfil their responsibilities
- To reflect on practice and daily routines, tailoring them to meet the individual needs of each child
- To contribute to planning and the provision of a stimulating range of age appropriate activities and ensuring the club is well-resourced and creatively setup
- To contribute to observations and the assessment of children's learning and development ensuring records are kept up-to-date, are of a high standard and are shared effectively
- To provide feedback and work in partnership with key parents, carers and schools, building and maintaining relationships that encourage trust, open communication and involvement in nursery life
- To contribute to the effective recording and resolution of any complaints or investigations, ensuring confidentiality at all times
- To be professional and a good role model to the children and other staff members, at all times
- To work flexibly as part of the larger team, assisting and supporting colleagues wherever required, in order to ensure the smooth running of the company
- To attend reasonable out-of-working-hours activities, including training, staff meetings, parents evenings and special events
- To communicate effectively, sharing information, participating in meetings, inductions and 1-2-1s
- To respect and value all colleagues, children and parents, encouraging a positive and diverse working environment
- To cooperate and work effectively with the school team
- To undertake any other aspects of Club work according to need

General responsibilities and objectives

- To be aware of and assume the appropriate level of responsibility for safeguarding and promoting the welfare of children
- To promote the principle of equal opportunities in the School
- To promote a single School's ethos
- To promote the School's commitment to the continued professional development of all staff
- To undertake any duties as may reasonably be required by the CEO or Head Teacher
- To work within the School's framework with regards to Health and Safety
- To be aware of and assume the appropriate level of safeguarding policies.

This job description reflects the core activities of the role and as the Federation and the post-holder developed there will inevitably be changes in the emphasis of duties. It is expected that the post-holder recognise this and adopt a flexible approach to work and be willing to participate in training. If changes to the job become significant, the job description should be reviewed formally by the post-holder and line manager.

Job Description agreed January 2020

Person Specification

Criteria	E S S E N T I A L	D E S I R A B L E	HOW IDENTIFIED AND ASSESSED AP Application AS Assessment I Interview P Presentation R References
Education/qualification and training			
Experience of working with children of relevant age is advantageous		✓	AP,I, R
Maths and English at GCSE grade C or above, or equivalent	✓		AP,I, R
Working towards, or commitment to gain, a qualification in Childcare, or equivalent		✓	AP,I,R
Knowledge and Skills			
Understanding of relevant polices/codes of practice and awareness of relevant legislation		✓	AP,I, R, AS
Confidence in dealing with young people, maintaining discipline, motivation and ensuring well-being of children including acting on bullying.	✓		AP, AS, I
Ability to relate well to children and adults	✓		AP, AS, I
Constantly improve own practice/knowledge through self-evaluation and learning from others	✓		AP,I, R, AS
Use ICT effectively to support learning activities	✓		AP,I, R, AS
Basic understanding of child development and learning		✓	AP,I, R, AS
Commitment to and understanding of Equal Opportunities.	✓		AP, AS, I
Basic food hygiene.		✓	AP, I
Personal characteristics/other requirements			
Excellent team working skills	✓		AP,I, R, AS
The ability to motivate and inspire others: both colleagues and students	✓		AP,I, R, AS
Excellent interpersonal and communication skills	✓		AP,I, R, AS
Ability to remain calm under pressure and demonstrate sound judgement	✓		AP,I, R, AS
Ability to establish positive relationships with students, parents, staff and outside agencies	✓		AP,I, R, AS
Commitment to the promotion of equal opportunity	✓		AP,I, R, AS
Sense of humour	✓		AP,I, R, AS
Willingness to support fundamental British Values	✓		AP,I, R, AS



Recruitment Process

Key dates

The selection process will take place according to the timetable below.

Role Advertised: 30TH January 2020

Application closing date: 11th February 2020

Interview & assessments: 13th February 2020

Format of Applications

Applications must be made via TES jobs online form or by using the application form which can be downloaded from the vacancies page of our web site www.habsfed.org.uk

You are advised to submit your application as soon as possible as we reserve the right to close posts at any time, once we have received sufficient applications. We advise you to submit your application as early as possible to prevent disappointment.

Further information

If you would like more information about the post or our organisation, please contact hatchamhr@haaf.org.uk for a confidential conversation.



Other Recruitment Information

References

The Federation will obtain references from your referees. In order to prevent a delay please ensure that the reference section of the application form is accurate and completed in full.

Right to work in the UK

Section 8 of the Asylum and Immigration Act 2006 makes it a criminal offence for an employer to take on a new employee whose immigration status prevents him/her from taking up employment. If you are invited to attend an interview you will be asked to produce original and up to date documentary evidence of your right to work in the UK.

Data Protection

Any data about you will be held securely with access restricted to those involved in dealing with your application in the selection process. By signing and submitting your application form you are giving consent to the processing of your data.

Criminal Convictions

All education establishments in the UK are exempted from the Rehabilitation of Offenders Act 1974. In practice this means that all applicants must inform on all spent and un-spent convictions on their application form and when completing a Disclosure and Barring form. Failure to provide this information may result in dismissal. List 99 is also obtained on anyone who will be working or coming into contact with children; and must be received by the Academy before employment can commence.

Equality and Diversity

We recognise the benefits of a diverse workforce such as ideas and talent. We are committed to eradicating discrimination in the workplace; and becoming an employer of choice.

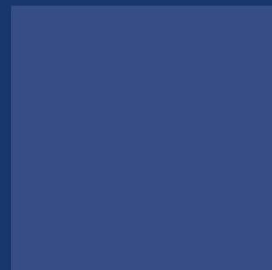
Special Requirements

If you require reasonable adjustments prior to your interview, these can be arranged by emailing hatchamhr@haaf.org.uk and where practical we will support your request.



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