



Haberdashers'
**Crayford
Temple Grove**

2021 Teaching Assistant Candidate Briefing Pack

Haberdashers' Crayford Temple Grove



www.habscrayfordtg.org.uk

Welcome from our Primary Principal

Dear Candidate,

Thank you for your interest in working at Haberdashers' Crayford Temple Grove.

We are looking to appoint a brilliant Teaching Assistant to join the team at Crayford Temple Grove. This is an opportunity to become a part of a forward-thinking team where you can develop your skills as a valued member of our support staff. Teaching Assistant training will be offered to the right candidate. We are committed to developing our staff and children to reach their full potential. The school is in a new phase of growth and we want dedicated people to work with a new senior leadership team to make sure every child is the best version of themselves.

Haberdashers' Academies Trust South is a Multi-Academy trust of nine schools, (four secondary and five primary). These are currently organised as four 'clusters', Crayford Temple Grove is part of the Crayford cluster which provides schooling for children aged 3-18 with over 1600 children in three schools: Crayford Academy (secondary), Crayford Temple Grove (primary) and Slade Green Temple Grove (primary).

We provide targeted support and a broad education to enable each and every one of our pupils to reach their full potential and to grow into well-rounded members of our community and 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.

I hope that this brief information, alongside the recruitment details, encourages you to decide to apply to join us in our exciting current phase of development. Should you have any queries or want to come and visit our school, please do not hesitate to contact me.

Kindest regards



Ms Kate Ellis
Principal, Haberdashers' Aske's Crayford Temple Grove



Our Trust



About Haberdashers' Academies Trust South

Haberdashers' Academies Trust South is a Multi-Academy Trust of nine schools, (four secondary and five primary), supported by a Teaching School. These are currently organised as four 'clusters', Haberdashers' Crayford Temple Grove is part of the Bexley Cluster.

The Executive Principal oversees the central services provision of the cluster, to ensure that all schools within it are supported well.

Our principal sponsor is the Worshipful Company of Haberdashers', who are very generous in their support. Put simply, our mission is to ensure that each of our schools offer a great education and are great places to work.

Each of our schools serve their local communities in Southwark, Lewisham and Bexley. As a Trust, we can offer more to all staff and students than any single school could offer alone. This 'Haberdashers' Advantage' ensures that the opportunities presented by working and learning at a Haberdashers' Trust school, are truly exceptional.

Whilst each of our schools maintains its individuality and serves its' unique context, we share a common vision as a group of schools: 'To support our staff and young people to be the best they can possibly be.' In this complex world, we need our young people to develop as compelling individuals – ready and able to take their place in the world with confidence. We know that education matters to the life chances of all young people, particularly those from disadvantaged backgrounds. We believe that each and every child and young person can and will succeed.

To find out more about Haberdashers' Academies Trust South, please go to:

www.habsfed.org.uk

Our Vision



Trust wide vision

Our vision is built from our values of aspiration and achievement, personal responsibility, self-discipline and mutual respect. We are forward-looking and value innovation, but always 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 and through:

- Provision of a curriculum that is stretching, relevant and provides each student with the opportunity to excel.
- 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. High expectations of every member of our community

Our Sponsors



**The Worshipful Company
of Haberdashers**

The Worshipful Company of Haberdashers

Our heritage dates as far back as the 1680s. The Haberdashers' Company is one of the Great Twelve Livery Companies of the City of London. Education is of prime importance to the Haberdashers' Company and today there are more than 12,000 children and young people in the Haberdashers' family of schools that benefit from the relationship.

The Haberdashers' Company supports pupils, past and present, as they progress through their educational and professional journey, which offers pupils in the Haberdashers' schools something truly unique.

Find out more: www.haberdashers.co.uk



**Temple Grove
Schools Trust**

Temple Grove Schools Trust

Temple Grove Schools Trust is a charitable trust dedicated to raising standards for primary education. The Trust was founded some 50 years ago and springs from one of the country's oldest prep schools, Temple Grove founded in 1810. The Trust seeks to provide all children with a breadth and depth of learning opportunities in order to realise individual aspirations and potential.

Our primary schools are extremely fortunate to have a partnership with the Temple Grove Schools Trust. Schools benefit from bursaries that allow us the opportunity to give our children learning experiences they may not get at other schools; including music lessons, professional coaches and multiple trips.

Find out more: www.templegrove.org.uk

“ I applied to Haberdashers because it’s always been one of those prestigious schools and I just wanted to be a part of the Federation.

There is always somebody here to support you, to push you, to drive you and we all share the same goal – to provide a good education for all the children that come to our schools”

Emily Gyimah, Executive Principal
Haberdashers’ Hatcham Temple Grove



Job Role

Job Title:	Teaching Assistant
Contract Length:	Permanent
Contract Type:	Part Time/Term Time (17.5 hours per week)
Salary:	£9,218-£9,891 actual (£21,778-£23,379 FTE) Support Band 3.9 – 3.12
School/ Service:	Haberdashers' Aske's Crayford Temple Grove
Location:	Iron Mill Lane, Crayford
Accountable to:	Principal

About the role

The Teaching Assistant will join a team of staff who deliver high quality support to SEN students in order for them to make good progress in school.

Working under the direction of the Inclusion Lead, the Teaching Assistant has the following responsibilities:

- To provide effective support for SEN students
- To deliver high quality support for SEN students in-class, under the direction of the class teacher, in order for students to make good progress in their learning.
- To support the school policies

This is a part time role (17.5 hours per week), working 8.30am to 12pm five days a week during term time, however there will be some flexibility with the hours/days.

Teaching Assistant training will be offered to the right candidate.

Professional Development

Our staff are important to us. We know that without great staff, our children will not be as successful. Professional development is key to our success and we support all staff to ensure they can access relevant professional development programmes.

Key responsibilities of the role

Supporting SEN students

- To develop an understanding of the special educational needs of the student/s concerned.
- To take into account the student/s' special needs and ensure their access to the lesson and its content through appropriate clarification, explanations, equipment and materials.
- To build and maintain successful relationships with student, treat them consistently, with respect and consideration.
- To help promote independent learning.
- To help reinforce learning.
- To assist students with physical needs.
- To help students record work in an appropriate way.
- To develop study and organisational skills.
- To help keep the students on task and to build motivation.
- To model good practice.
- To help build the student/s' confidence and enhance self-esteem.

Working with the Class Teachers

- To have formal and informal meetings with teachers to contribute to planning lessons / activities.
- To prepare materials and resources.
- To prepare students beforehand for a task.
- To work on differentiated activities with identified groups.
- To support the teacher in implementing specific teaching programmes
- To carry out structured classroom assessment/ observation and feedback outcomes.
- To be involved in keeping records and evaluating identified students' progress.

Working as a school team

- To work as part of the team in relation to individual students, liaising, advising and consulting where appropriate.
- To support implementation of school policies and procedures, including those relating to confidentiality and behaviour.
- To identify personal training needs and to attend appropriate internal and external in-service training.
- Any other tasks as directed by the Principal, Leadership team and Inclusion Lead which fall within the purview of the post.

General

- Promote equal opportunities and inclusion, addressing immediately should this fall short in their School
- Promote the single Trust ethos.
- Promote the school's commitment to the continued professional development of all staff.
- Undertake any duties as may reasonably be required by the Principal or Leadership Team.
- Work within the school's framework with regard to Health and Safety.
- Be aware of and assume the appropriate level of responsibility for safeguarding and promoting the welfare of children.
- Report any Safeguarding concerns in accordance with Trust Safeguarding Policy

Knowledge, skills and experience



Education and Training

- GCSE A" – C in English and Maths
- Teaching Assistant qualification
(Teaching Assistant training will be offered to the right candidate)

Experience

- Has the ability to break down information so it can be easily relayed
- Has the ability to relate and connect to children
- Previous experience working within a school environment
- Previous experience working with children

Personal qualities

- Is patient and has the ability to relate to those who are struggling
- Is a 'can do' person who works positively and collaboratively
- Is a strong team player

Why Haberdashers?

We're proud of our people. Bound by the Haberdashers' name, our inclusive community is alive with diverse backgrounds, personalities and passions. We are building a culture where pupils, parents, teachers and staff selflessly serve each other, centred on traditional values and behaviours. When you become a part of Haberdashers', you find a place where you belong.

Working in education is not always an easy task. We see the effort, the creativity, the hours our staff put in. We show our appreciation by:

Providing talent development opportunities

We want the best people to join the Haberdashers' community because they are ambitious, talented and want to make a difference to children and young people. The Haberdashers' Academies Trust is committed to the continuing professional development of all staff.

Providing a good pension

When you join the Haberdashers' community, you can join an excellent Pension scheme, either the Teachers' Pension scheme or the Local Government Pension Scheme depending on your role.

Offering flexible working

We are able to consider flexible and family friendly working opportunities to include part-time, term-time working and job-sharing arrangements.. We are able to consider all requests for flexible working after 26 weeks of continuous service

Supporting your health and wellbeing

Balancing everyday life with the requirements of work and home can create pressures for all of us. Work is a large part of people's lives. We support a, healthy work environment that is conducive to a healthy lifestyle. All employees have free access to a 24-hour confidential counselling service, designed to help staff deal with a range of personal and general problems.

Actively promoting equality and diversity

We are committed to promoting an equal, diverse and inclusive community. We want the best people in our schools regardless of age, disability, gender, gender identity, race, religion or belief, sexual orientation, pregnancy and family or marriage and civil partnership. We are particularly keen to receive applications from candidates from historically under-represented and minority groups

“I came to interview and the questions were more about the holistic experiences of children and that perspective of education just really interested me.

It's great being part of the Haberdashers' community because you have all these partner schools and colleagues that you may not necessarily know on a first name basis but its really interesting to learn from each other and share best practice on Federation Days. It's nice to be a part of a wider community”

Amy Spicer, Year 5 Teacher
Haberdashers' Slade Green Temple Grove



Recruitment process and additional recruitment information

Closing date: 8 December 2021, 9am

Interview date: w/b 13 December 2021

Start date: as soon as possible

Recruitment Process:

Once you have submitted your application, it will be assessed against the criteria in the person specification. If you score well against this criteria, you will then be invited to attend an interview. Details will be made available when selected, but the interview is likely to include:

- Written tasks
- Panel interview

Special Requirements:

If you require reasonable adjustments prior to your interview, these can be arranged by emailing federation@haaf.org.uk

Equality and Diversity:

We recognise the benefits of a diverse workforce. We are committed to eradicating discrimination in the workplace, becoming an employer of choice, for all staff to believe that they have a voice and be empowered to make a difference

References: Before you are invited to interview, we will obtain references from your referees. In order to prevent any delays, 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 exempt from the Rehabilitation of Offenders Act 1974. In practice, this means that all applicants must inform on all spent and unspent 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 School before employment can commence.



Haberdashers'

**Crayford
Temple Grove**

For an informal discussion about this post,
more information or to arrange a visit,
please contact: crayfordHR@haaf.org.uk

Thank you for your interest in the
Haberdashers' Crayford Temple Grove. We
look forward to receiving your application.