



Haberdashers'
**Hatcham
Temple Grove**

Primary Higher Level Teaching Assistant

Candidate Briefing Pack

Haberdashers' Hatcham Temple Grove



www.habshatchamtg.org.uk

Welcome from our Headteacher

Dear Candidate,

May I take this opportunity to thank you for expressing an interest in the post of Higher Level Teaching Assistant (HLTA) at Hatcham Temple Grove.

Our school is a vibrant and diverse situated in the heart of New Cross community. At Hatcham Temple Grove we celebrate and nurture all children as well as providing quality first teaching as a basic entitlement for all learners.

Our aim is to ensure each child reaches their maximum potential academically and socially by providing engaging lessons through the wide range of opportunities on offer within our curriculum. Pupils can gather an understanding of the world around us and develop their ability to ask questions and to think critically through our inclusive and rich curriculum.

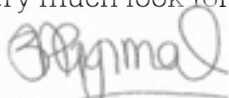
Hatcham Temple Grove is a two-form entry primary school, part of the Haberdashers' Academies Trust South, which consists of five primary schools and four secondary schools.

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: **H**elpful citizens. We believe all children can have a go and **T**ry their very best in everything they do. We believe all the children can achieve **G**reatness!

We are seeking to appoint someone who is driven, a team builder, a team player, with high standards and passionate to enthuse our pupils and make a real difference. If you too share these values and feel you have these qualities, then this is the school for you to apply for. I look forward to meeting you and tworking with you on this exciting journey. I would be delighted to show you our school in action. Please contact hatchamtemplegrovehr@haaf.org.uk to organise a visit. Click [here](#) to get an insight into Hatcham Temple Grove.

As an employer, we are committed to fairness, and we strive to ensure a culture which is genuinely diverse and inclusive.

I very much look forward to hearing from you.



Miss Emily Gyimah

Principal
Haberdashers' Hatcham 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). Hatcham Temple Grove is one of three Hatcham schools in the Trust – all three of these schools are located in New Cross in South East London.

Our main 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 is an excellent school and we are working to be regarded as an employer and Trust of choice.

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



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 main sponsor is the Worshipful Company of Haberdashers. Our heritage dates as far back as the 1680s. A substantial sum was donated to the Haberdashers' Company to build schools, giving pupils' improved educational and life experiences. There is more to a Haberdashers' education than what happens inside the classroom. Together with the Company, our schools go the extra mile to ensure that each of our pupils is prepared and equipped for life beyond the school gates.

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.

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.

“ I have worked at Hatcham Temple Grove for 29 years. During this time, I have held positions with increasing responsibility. I have stayed so long at Hatcham Temple Grove because of our ethos. We are a dedicated and supportive team. My role is challenging but ever so rewarding.”

Maureen Bannon , Inclusion HLTA
Haberdashers' Hatcham Temple Grove



Job Role

Job Title:	Higher Level Teaching Assistant (HLTA)
Contract Length:	Permanent
Contract Type:	Full time, term-time only
Salary:	£17-20 (£22,881 - £24,420)
School/ Service:	Haberdashers' Hatcham Temple Grove
Location:	New Cross, South East London
Accountable to:	Headteacher

About the role

- Organise and manage appropriate learning environments and resources.
- Plan challenging teaching and learning objectives to evaluate and adjust lessons / work plans appropriately.
- Monitor and evaluate pupil resources to learning activities through a range of assessment and monitoring strategies against learning objectives.
- Provide objective and accurate feedback and reports as required on pupil achievement progress and other matters, ensuring the availability of appropriate evidence.
- Records progress and achievement in lessons / activities systematically and provide a range of evidence and level of progress and attainment.
- Work within an established discipline policy to anticipate and manage behaviour constructively promoting self-control and independence.
- Administer and assess/mark tests.

Professional Development

“Schools can’t become the best places for students to learn and grow unless we make them the best places for staff to work and grow”

We educate children and young people to the very best of our ability, so that they can flourish at school and be successful in their lives. Our vision is for every school to be an excellent school and every one of us plays a part in achieving this vision. Our staff are our greatest asset.

Therefore, professional development is key to our success. We are fortunate to have our Professional Learning arm, the Habs Institute, who manage and provide a number of professional development programmes.

Key responsibilities of the role

Improving pupil achievement and progress

- Take responsibility for pupils' progress and attainment.
- Track pupil progress against individual targets and provide supportive pupil intervention activities where appropriate.
- Assess the needs of pupils and use detailed knowledge and specialist skills to support pupils' learning.
- Establish productive working relationships with pupils, acting as a role model and setting high expectations.
- Support pupils consistently whilst recognising and responding to their individual needs.

Improving the quality of teaching and learning

- Organise and manage appropriate learning environment and resources.
- Use strategies, in liaison with the teacher, to support pupils to achieve learning goals.
- Assist with the planning of learning activities.
- Monitor and evaluate pupil responses to learning activities through a range of assessment and monitoring strategies against learning objectives.
- Provide objective and accurate feedback and reports as required on pupil achievement, progress and other matters, ensuring the availability of appropriate evidence.
- Record progress and achievement in lessons/activities systematically and providing evidence of range and level of progress and attainment.
- Work within an established discipline policy to anticipate and manage behaviour constructively promoting self-control and encourage pupils to take responsibility for their own behaviour.
- Supporting the role of parents in pupils' learning and contribute to/lead meetings with parents to provide constructive feedback on pupil progress/achievement etc.
- Establish constructive relationships with parents/carers.

Support for pupils

- Supervise and provide particular support for pupils, including those with special needs, ensuring their safety and access to learning activities.
- Establish constructive relationships with pupils and interact with them according to individual needs.
- 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.

Key responsibilities of the role

Support for the curriculum

- Deliver learning activities to pupils within agreed system of supervision, adjusting activities according to pupil responses/needs.
- Use ICT effectively to support learning activities and develop pupils' competence and independence in its use.
- Select and prepare resources necessary to lead learning activities, taking account of pupils' interests and language and cultural backgrounds.
- Deliver out of school learning activities within guidelines established by the school.
- Contribute to the identification and execution of appropriate out of school learning activities which consolidate and extend work carried out in class.
- Accompany teaching staff and pupils on visits, trips and out of school activities as required and take responsibility for a group under the supervision of the teacher.
- Support German specialist teacher with teaching if German.

General Responsibilities

- To undertake other various responsibilities as directed by the Senior Leader Team (SLT)
- To work within the school and Trust framework with regard to health and safety
- To promote equal opportunities in the school
- To actively promote the aims and ethos of the Trust/school
- To uphold all Trust policies with consistency and diligence
- To support the school's commitment to the continued professional learning of all staff
- To contribute to the ethos of the school as a caring, supportive institution where Quality First Teaching is one of our key priorities
- To undertake, and when required, deliver or be part of the appraisal system and relevant training and professional development.
- To undertake any additional duties as may reasonably be required by the Headteacher
- 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 Federation Safeguarding Policy

Please note

This job description reflects the core activities of the role and as the Trust on and the post-holder develop 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.

Date JD was agreed: March 2022

Why Haberdashers?

We're proud of our people. Bound by the Haberdashers name, our inclusive community in the heart of South East London 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' 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

For details of all our Staff Benefits, visit the Trust website and learn more: www.habsfed.org.uk/Benefits

“Haberdashers’ is a great place to work - packed with talented professionals who come together every day to deliver the best for our children.

Senior Leadership are supportive and accessible, and the school feels like a genuine community. After ten years I still feel as excited to come to work as I did when I started.”

Brooke Boyle , Early Years Phase Leader
Haberdashers’ Hatcham Temple Grove



Recruitment process and additional recruitment information

Closing date: 22nd April 2022

Interview date: Interviews and appoint of post will be held as and when applications are received

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:

- Observation of you carrying out short tasks for 20 minutes
- Written tasks
- Classroom visits
- Panel Interviews on a variety of topics

Special Requirements:

If you require reasonable adjustments prior to your interview, these can be arranged by emailing hatchamtemplegrovehr@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'
**Hatcham
Temple Grove**

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

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