



Haberdashers'
**Knights
Temple Grove**

2021-22 KS2 Higher Level Teaching Assistant (HLTA) Candidate Briefing Pack

Haberdashers' Knights Temple Grove



www.habsknightstg.org.uk

Welcome from our Principal

Dear Candidate,

May I take this opportunity to thank you for expressing an interest in the post of KS2 Higher Level Teaching Assistant (HLTA) at Knights Temple Grove Primary School, part of the Haberdashers' Academies Trust South Knights cluster of schools. This is an exciting opportunity for you to embark on a new role within our Multi Academy Trust.

Haberdashers' Academies Trust South is a Multi-Academy Trust of nine schools, (four secondary and five primary), supported by our professional learning arm, the Habs Institute. These are currently organised as four 'clusters', Knights Temple Grove is part of the Knights cluster, which provides schooling for children aged 3-18 with over 1400 children in two schools: Knights Academy (Secondary), Knights Temple Grove (Primary).

We provide targeted support and a broad education to enable each and every one of our children 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.

We are very proud of our school and Trust - it is a uniquely exciting place to be. You will be joining a highly motivated and successful team, receive excellent CPD, and be able to teach enthusiastic children who have a love of learning. We have high expectations for all our pupils and attainment and progress is at least in line with national expectations across all phases and subjects. This is because we focus on delivering high quality learning experiences through great teaching and a curriculum which our children love.

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.



Jason Ofori
Principal
Haberdashers' Knight Temple Grove





About Haberdashers' Academies Trust South

We are a multi-academy trust consisting of four secondary schools and five primary schools and have been educating children and young people since 1876.

Our moral imperative at that time was to ensure that every child in our care received the best possible education in order to make the best start in life. That moral imperative remains today, underpinned by our values of aspiration and achievement, personal responsibility, self-discipline and mutual respect.

In a complex world, we need our children and young people to be as well equipped for their future as possible so that they can flourish. We will support them to become compelling individuals so that by the time they leave us they will have experienced a range of opportunities that not only build their mind but also build their character.

We are proud to be a diverse community and take seriously the need to ensure that every child, young person and adult connected with our schools feels included, welcomed and listened to. This is an important part of who we are and our commitment to equality and fairness. This commitment remains at the forefront of our work.

To find out more about Haberdashers' Academies Trust South, please visit: www.habsfed.org.uk

VISION 2026 Every School an Excellent School

It is the Trust's vision for all of our schools to be excellent schools. Our mission is to ensure that every one of our children and young people flourishes at school so that they can be successful in their lives.

Our three main objectives are:

- Excellent outcomes for all children and young people so that they can be successful in their next steps and future lives;
- To be regarded as a great employer, attracting, retaining and developing the best staff;
- To be the Trust of choice and a welcome presence in our communities.

To find out more about our Vision and Strategy, please visit: <https://www.habsfed.org.uk/Our-Vision-and-Strategy>

Our Sponsors

Our sponsors are a huge part of the culture within our schools. The links with our sponsors are a unique and special part of what makes Knights Temple Grove what it is today.



The Worshipful Company of Haberdashers

Our main sponsor is the Worshipful Company of Haberdashers, 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.

Our Haberdashers' roots go back as far as the 1680s when our founder, Robert Aske, left a sum of money to build a school for 20 underprivileged children. Despite his philanthropic work, Aske's life and work is not without some controversy, particularly his investment in the Royal African Company, a slave trade company, in 1672. Aske's involvement in the slave trade is not in doubt, but having recently carefully considered and widely consulted on these past events and what they mean for us today, we believe his legacy has made such a significant contribution to our schools and the education of young people in our community, however we will no longer use the name 'Aske' in the common name of our Trust and our schools.

Being part of the Haberdashers' community is very important to us as a school. The Haberdashers' come and visit us each year to hear from the children, to see what has been happening in our school and to celebrate our achievements. The Haberdashers' Company supports pupils, past and present, as they progress through their educational and professional journey, which offers our pupils something truly unique.

Find out more: www.haberdashers.co.uk



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

"Being a member of staff at Knights Temple Grove is a privilege. The teachers and support staff are all supportive and dedicated professionals.

The children we work with are caring and hard working. The people really make this school a great place to work."

**Mr Allmark, Year 6 Teacher and Mathematics Lead,
Haberdashers' Knights Temple Grove**



Job Role

Job Title:	KS2 Higher Level Teaching Assistant (HLTA)
Contract Length:	1 Year Fixed Term, Full Time
Contract Type:	44 Weeks, 5 Days a Week
Salary:	Band 5 S17 (Pro-Rata £23,468)
School/ Service:	Haberdashers' Knights Temple Grove
Location:	Ballamore Road, Bromley
Accountable to:	Principal

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

Our staff are important to us. We know that without great staff, our children will not be as successful. Therefore, professional development is key to our success. We are fortunate to have our own professional learning arm, the Habs Institute, where a number of professional development programmes are co-ordinated.

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.

General

- Promote equal opportunities and inclusion, addressing immediately should this fall short in their School
- Promote the single Federation 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 CEO.
- 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 Federation Safeguarding Policy

Knowledge, skills and experience



Education and Training

- A* - C grade in English and Maths at GCSE level or equivalent.
- Has a HLTA qualification or equivalent
- A good honours degree in a relevant discipline is desirable
- A higher qualification in education and/or management is desirable.
- **Experience**
- High standard of both written and spoken English
- Will have a recognised competence in literacy and/or numeracy
- Knows how to contribute to effective personalised provision by taking practical account of diversity
- Must understand the key factors that affect children and young people's learning and progress
- Know how statutory and non-statutory frameworks for the school curriculum relate to the age and ability ranges of the learners they support
- Previous experience working with children in both 1-1 and small group settings.
- Will be able to demonstrate high level communication skills
- Will demonstrate the ability to both lead and/or to work within teams
- Is committed to individual learning pathways and assessment for learning
- Previous experience working within a school environment

Knowledge and Skills

- Resilient, energetic and enthusiastic
- Understands the objectives, content and intended outcomes for the learning activities of which they are involved
- Knows how to support learners in accessing the curriculum in accordance with the Special Educational needs (SEN) code of practice and disabilities legislation.
- Ability to think on your feet, react quickly and effectively to potential situations and use initiative on a continuous basis to communicate
- Is passionate, energetic, versatile and creative about their subject and teaching in general
- Is a 'can do' person who works positively and collaboratively
- Demonstrate a passion for teaching and learning
- In-depth knowledge of curriculum development and pedagogy
- Sound grasp of assessment, recording and reporting
- Ability to maintain high standards of behaviour, attendance and conduct whilst ensuring an ethos of challenge and support for children and parents in order to achieve success
- Is committed to working with others to improve the literacy and numeracy levels of all students educational achievements
- Commitment to safeguarding and promoting the welfare of children and young people

Why Haberdashers?

Joining Haberdashers' Academies Trust South at any point in your career will be a rewarding and fulfilling experience. You will be part of a driven team that spans nine schools and a central services team in South East London and Kent, who are all resolute in their aim to make our schools excellent places to learn and work. We offer an attractive benefits package, plenty of professional development opportunities and a focus on career growth. You will also experience a flexible and supportive work environment with a focus on health and wellbeing, and a culture of openness and respect.

- **Providing talent development opportunities:** Habs Institute, the professional learning arm of the Trust, is committed to the development of all our staff and departments.
- **Haberdashers' Advantage:** our relationship with the Haberdashers Company ensures that working for the Trust is a truly exceptional and unique experience
- **Offering flexible working:** We are able to consider flexible and family-friendly working opportunities.
- **Pensions:** when you join the Trust you will be enrolled onto a Teaching or Local Government pension scheme
- **Supporting your health and wellbeing:** All our employees have free access to a 24-hour confidential counselling service.
- **Perks and discounts through Perkbox:** All our staff have access employee benefits, recognition and wellbeing via the Perkbox platform.
- **Season ticket travel loans & Ride2Work scheme:** Get help with travel through a travel ticket loan or help with buying a bike
- **Computer Loan Scheme & Microsoft Office:** Purchase hardware or software at a discounted rate
- **Discounts:** Enjoy money off with a range of suppliers including Apple and O2
- **Actively promoting equality and diversity:** We are committed to promoting an equal and inclusive community and attracting a diverse range of candidates.
- **Join us on our journey:** over the next five years we will bring our mission to life with our strategic vision of 'every school an excellent school'

To find out more about the benefits of a career at our Trust, please visit: www.habsfed.org.uk/Benefits

“When I began my role within Knights Temple Grove I felt immediately welcomed and supported. All of the staff where kind and helpful which helped me to settle in quickly and enjoy my new role. I have enjoyed getting to know the children who are wonderfully delightful, and I always look forward to seeing what each new day brings.”

**Miss A Langton, SEND Administrator,
Haberdashers' Knights Temple Grove**



Recruitment process and additional recruitment information

Closing date: Friday 1st July 2022 at 12pm

Interview date: Monday 4th July 2022

Start date: 1st September 2022

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:

- Lesson Observation (including with staff and students)
- Panel Interviews on a variety of topics

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'
**Knights
Temple Grove**

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

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