



Haberdashers'

**Hatcham
Temple Grove
Free School**

2021-22 After School Club Assistant Candidate Briefing Pack

Haberdashers' Hatcham Temple Grove Free School



www.habshatchamtgfree.org.uk

Welcome from our Principal



Dear Candidate,

Thank you for your interest in the post of After School Club Assistant at Hatcham Temple Grove Free School.

Hatcham Temple Grove Free School is now well established as an over-subscribed and highly successful Primary school. It is an 'outstanding' school, which serves its local community well.

We are seeking candidates who are solution focused, ambitious for themselves and the children they serve and who will thrive in a high trust, high support and high expectations environment.

You will be a team builder and a team player, working as an integral part of the Haberdashers' Academies Trust South, which will offer you access to the resources and support you need.

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.

A handwritten signature in black ink that reads "Paul A. Well". The signature is written in a cursive style.

Principal
Haberdashers' Hatcham Temple Grove Free School

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 Hatcham Temple Grove Free School 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



Job Role

Job Title:	After School Club Assistant
Contract Length:	Permanent
Contract Type:	17.5 hours per week, term time only (42.9 weeks per year) Monday – Friday 15.00 – 18.30pm
Salary:	£8,251
School/ Service:	Haberdashers' Hatcham Temple Grove Free School
Location:	Lewisham, London
Accountable to:	Primary Business Manager

About the role

This role is ideal for someone who is passionate about all aspects of childcare and education, and able to bring new ideas and assist in running an After School Club for pupils between the ages of 4 and 11. To assist the After School Club Leader in supervising children attending the Club, provide appropriate activities, encourage cooperation, secure their safety, monitor well-being and ensure good behaviour. You will need to have a caring and dynamic approach.

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 Habs Institute, where a number of professional development programmes are co-ordinated. We strongly believe in giving our staff the tools they need to be successful in their roles.

Key responsibilities of the role

Key responsibilities and objectives of the role

- Supervise children in collecting food, being seated, clearing away crockery, moving to activities, in activity area and/or playground as appropriate
- Help organise play and art activities, reading and homework support
- Establish good relationships with children; interact positively with children, encouraging cooperation and mutual support; monitor children's well-being and readiness for class; provide help and support to children
- Encourage good behaviour by using praise and reward and taking action with poor behaviour in line with school policy
- Ensure health and safety of children
- Take pride in providing enjoyable snack and activities for pupils
- Build up warm and positive relationships with pupils
- Considers the needs of pupils in all decisions about the club
- Goes out of their way to be helpful towards pupils
- Anticipates pupils needs and makes suggestions to support them
- Speak clearly and listens carefully to pupils, using questions to check understanding
- Remain tactful when talking to pupils

General responsibilities

- To promote the principle of equal opportunities in the School
- 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 Principal
- To work within the School framework with regard to Health and Safety
- To be aware of and assume the appropriate level of responsibility for safeguarding and promoting the welfare of children and to report any concerns in accordance with the Academy's safeguarding policies
- Maintain a register of children attending
- Control access to other parts of the school, administer any necessary basic first aid, record all injuries in the accident book, and ensure children understand action required in case of fire
- Assist in preparing food and snacks, facilities and activities to ensure the quality standards agreed are met
- Acknowledge all colleagues in a friendly and helpful way
- Build effective working relationships with others by being open and honest
- Acknowledge the need for team working e.g. help new starters settle into the club
- Speak clearly to colleagues and listen carefully to colleagues, using questions to check understanding
- Treat all colleagues in a courteous and helpful manner, challenging any discriminating behaviour
- Attend and participate in relevant meetings as required. Participate in training and other learning activities and performance development as required
- Be aware of and support difference and ensure all pupils have equal access to opportunities to learn and develop. Demonstrate an understanding of and a commitment to the Council's Equal Opportunities policies and to the standards of customer care
- Employees should co-operate with management, follow established systems of work, use protective equipment where necessary and report defectives and hazards to management

Knowledge, skills and experience



Education and Training

- No specific educational qualifications are required.

Experience

- Previous experience of working in a similar environment is desirable

Knowledge and Skills

- Good written and oral communications skills. Confident and effective when communicating at all levels and facilitating discussions with individuals and groups with patience and diplomacy

Personal qualities

- Self-motivated and able to use own initiative.
- Ability to multi-task and to remain cool under pressure
- Willing to undertake training courses that are relevant to the duties of the post.

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



Recruitment process and additional recruitment information

Closing date: Friday 11th February 2022, 12noon

Interview date: TBC

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
- 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 htgfshr@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 Free School

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

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