



Haberdashers'
Hatcham College

Learning Support Assistant Recruitment Pack

2024



Together, stronger



Haberdashers'
Academies Trust
South

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Dear Candidate,

Thank you for your interest in this post.

We are a Trust of nine schools, all based in South-East London. Whilst each of our schools maintains its individuality, we share a common mission: to ensure that every single child and young person in our care is successful at school so that they can flourish and be successful in their lives.

Having joined the Trust as CEO in September 2020, I am excited by the steps we have taken together and the future ambitions we have set.

We are a Trust with great potential, and three key strategies guide our success – all of these can be found on our website and within this recruitment pack. At the heart of these is our School Improvement Strategy but we know we will not be successful without great people and a secure infrastructure. Therefore, our People Strategy (which includes our EDI and well-being strategy) and our Business Sustainability are integral to our core business.

Our scale of expertise and leadership gives us the capacity to achieve great things. It is this capacity which will allow us to take on new challenges and allow our staff to become the best version of themselves.

We want the best people to join our Haberdashers' community and we are committed to a diverse and inclusive student and staff body. If you are passionate about making a difference and feel that you have the right experience and expertise, I encourage you to apply to join us on our journey.

I look forward to hearing from you.

Jan Shadick
Chief Executive Officer
Haberdashers' Academies Trust South



Dear Candidate,

Thank you for your interest in the post of the Learning Support Assistant at Haberdashers' Hatcham College- the founding school in Haberdashers' Academies Trust South.

Hatcham College is a wonderful school in which students develop into young adults, with all the choices that their education has provided them. Academic achievement is our core purpose, but no less important is the development of characteristics and values that enable Hatcham alumni to reach their full potential and then go out into the world to effect positive change.

We have the highest of expectations for all our students. This enables us to focus on developing the currency (examination results), character and confidence that they will need to navigate adulthood to find their place in the world.

Students at Hatcham College have an environment with very clear and strict boundaries. This creates an environment that is safe and learning takes place without disruption. Students are rewarded for effort, resilience and making positive choices. Aspiring to be the best that you can be is at the heart of all we do.

At Hatcham College we believe that it is incredibly important for all students to achieve their academic potential, however a good education is much more than that. We believe that these transferable skills are needed for a successful future, whatever career path students choose to pursue.

We want the best people to join our Haberdashers' community and we are committed to a diverse and inclusive student and staff body. If you are passionate about making a difference and feel that you have the right experience and expertise, I encourage you to apply to join us on our journey. If you would like to speak informally about this post, then please do get in touch at k.scott@habstrustsouth.org.uk I look forward to hearing from you.

Katie Scott
Executive Principal
Haberdashers' Hatcham College



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 ethos of working together and our values of being ambitious, always growing and contributing to the world as global citizens.

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.habstrustsouth.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.habstrustsouth.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 our Trust and schools what they are 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 hugely important to the Haberdashers' Company and today there are more than 12,000 children and young people in its' family of 21 schools. The Haberdashers' network of maintained and independent schools stretch across the country, covering north London, Shropshire and Monmouth and our own Trust, in south London and Kent. We have regular opportunities to collaborate with the wider network of Haberdashers' schools on a number of initiatives and events.

The Haberdashers' Company supports our pupils in many ways. There are a number of educational and careers initiatives that are organised by the Company, such as the Livery Academy Awards, Monmouth - City of London Work Experience, Haberdashers' Musician of the Year, an annual Year 7 visit to the prestigious Haberdashers' Hall, cross school sporting competitions, mentoring, trips and much more. Each year, a number of Year 13 pupils receive scholarships that will support them financially through university and the Company fund a number of projects throughout the school year. The relationship with the Haberdashers Company is central to the success of the Haberdashers' Advantage enrichment programme, and pupils, parents and staff are proud of this relationship.

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

Role Description

Job Title:	Learning Support Assistant
Contract type:	Permanent - Term time only
Salary:	S13-S16, £23,234-£24,973
School/ Service:	Haberdashers' Hatcham College
Location:	SE14 5SF
Hours per week:	Part-time or full-time hours considered (42.9 weeks per annum)
Accountable to:	SENDCo

About the role

Summary and overall purpose of the job:

To work as part of the Learning Support Team and deliver high quality support to SEN students in order for them to make good progress in school.

Working under the direction of the SENDCo, the LSA 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

The role is term time only, 35 hours a week, Monday to Friday. Working hours will be negotiable for the right candidate but will **need to suit the needs of the School**.

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 work with training providers, where a number of professional development programmes are co-ordinated.

Person specification

Essential experience, skills and knowledge

In relation to the support of 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 students, 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.
- Experience supporting students with Dyslexia and understanding of literacy interventions or willingness to specialise in this area
- Specialists skills/training in curriculum area, preferably literacy and Dyslexia or willingness to work towards.
- Support co-curricular programs

In relation to the Teacher

- To have formal and informal meetings with teachers to contribute to planning lessons and 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.

In relation to the school

- 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 Executive Principal, Leadership team and SENDCO.

General Responsibilities include:

- Promote equal opportunities and inclusion, addressing immediately should this fall short in the 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.
- 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 the Trust Safeguarding Policy

Education and Training

- GCSE/A Level's or equivalent
- Teaching Assistant qualification or willing to work towards achieving one

Experience

- Previous experience working within a school environment
- Previous experience working with children
- Previous experience delivering interventions for students with SEN

Knowledge and Skills

- Has the ability to break down information so it can be easily relayed
- Has the ability to relate and connect to children
- Good communications skills
- Specialist skills/training in a curriculum area, preferably literacy and Dyslexia.
- Knowledge of the SEN code of practice

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
- Able to remain calm in difficult situations

“My recent appointment onto the Executive Teaching Assistant Principal (ETAP) course to become Assistant Principal has been a very proud moment. That’s shown the faith the Head Teacher has in me and the support and development I have had at my time at Knights.

No single person has the right answer and therefore we are able to draw upon one another’s expertise to work together for the best interest of the pupils.”

Dan Portsmouth, Assistant Principal
Haberdashers’ Knights Academy

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

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 Primary

Staff Benefits

At Haberdashers' Academies Trust South, we believe that investing in our staff is crucial for our success. That's why we offer a range of benefits that cater to your professional growth, well-being, and financial security.

Here are some of the benefits you can expect when you join us:

Perkbox: Our cutting-edge reward and benefits platform empowers you to acknowledge your colleagues' accomplishments through its celebration tool. You can gain flexi and reward points, which can be redeemed at various high street and online retailers for treats and every day essentials. Additionally, you have the option to make charitable donations.

Pension Scheme: (eligible and enrolled participants): From 1 April 1 2024, for teachers, the Trust will contribute 28.68% to your pension fund. Support Staff will receive a 19.80% contribution to their pension pot from the same date.

Professional Learning: Our dedicated team at Habs Institute for Professional Learning is devoted to nurturing your professional growth. We offer excellent training opportunities for all staff throughout the year and provide partial funding for qualification pursuits.

Employee Assistance Program (EAP): Our EAP encompasses a 24-hour, free, and confidential counselling service. It includes access to online cognitive-behavioural therapy and management consultations to support Line Managers.

Well-being: Enjoy complimentary access to the award-winning Headspace app, along with free mindfulness courses to enhance your overall well-being.

Staff Development: Explore secondment opportunities within the Trust or external organisations, providing valuable experiences for your professional development.

Ride to Work and Cycle to Work Schemes: Take advantage of substantial discounts through tax allowances for either purchasing a bike or opting for bike hire, promoting a healthier and more sustainable commute.

Season Ticket Loans: Enjoy discounted annual travel fares through our salary-deductible Season Ticket Loan and save on your travel overall.

We are committed to helping you thrive in your career and personal life. Join our team and enjoy the benefits of working with a supportive and forward-thinking organisation.

Why Haberdashers?

Staff Incentives

We know that staff are our greatest asset in achieving our vision for every school to be an excellent school and for our children and young people to flourish and succeed.

To incentivise like-minded and talented people who care about the work we do at the Trust, to join us and stay with us, we have recently introduced :

Talent Connect Bonus

Refer a friend or connection to apply for a role at the Trust and receive a £300* bonus when they successfully complete their probation period.



Welcome Reward

Those employed in 'hard to fill' roles to receive a Welcome Reward of £500* after successfully completing their probation period.



Milestone Appreciation Award

Long-serving members of staff to receive a £500*** reward and congratulatory letter from the CEO for reaching 5, 10, 15, 20 and 25-year anniversaries with the Trust.



Why Haberdashers?

* subject to tax and National Insurance contributions, and other terms and conditions. Some senior leaders will be exempt from receiving the Talent Connect Bonus.

“I really enjoy being able to make an impact on the different aspects of school life. If you want to apply, then you should just give it a go. There is so much opportunity for growth here.

Adaze Oliseneku, Graduate Business Operations Trainee,
Haberdashers' Borough Academy

“ Working in the Trust and in this job, I just love it. I love everything about it. There are so many opportunities in the Trust for growth and expansion”

Edna Asamoah, Data Manager
Haberdashers' Hatcham College





Recruitment process and additional recruitment information

Closing date: 13/08/2024, 9am

Interview date: *Interviews will take place as and when suitable applications are received.*

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:

- A written task
- A presentation
- A 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: We will obtain references from your referees if you are successful at interview. 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 College

For a confidential discussion about this post
or to arrange a visit to our school, please
contact the office on 020 7652 9510 or email
k.scott@habstrustsouth.org.uk

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

www.habshatcham.org.uk

Haberdashers' Hatcham College
Pepys Road, London SE14 5SF