



Haberdashers'
Crayford Primary

Early Years Teaching Assistant Recruitment Pack

May 2023



Together, stronger



Haberdashers'
Academies Trust
South

Contents

• Letter from our CEO	Page 3
• Letter from our Principal	Page 4
• About us	Page 5
• Our sponsors	Page 6
• Role Description	Page 7
• Key Responsibilities	Page 8
• Person Specification	Page 9
• Why Haberdashers?	Page 11
• Recruitment process	Page 13
• Contact details	Page 14



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 working at Haberdashers' Crayford Primary..

Haberdashers' Academies Trust South is a Multi-Academy trust of nine schools, (four secondary and five primary), supported by a professional learning arm. These are currently organised as four 'clusters', Crayford Primary 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 Primary and Slade Green 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 apply to join us in our exciting current phase of development. We encourage visits to the school which can be arranged via the school office on 01322 402 186. Should you have any queries please do not hesitate to contact me.

Kindest regards



Ms Kate Ellis
Principal, Haberdashers' Crayford Primary



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:	Early Year's Teaching Assistant
Contract type:	Fixed term, one year
Salary:	Band 3, 9-12 £10,785 - £11,572
School/ Service:	Haberdashers' Crayford Primary
Location:	Iron Mill Lane, Crayford DA1 4RS
Hours per week:	20 hours per week, term time only
Accountable to:	Head of Early Years

Key Responsibilities

Summary and overall purpose of the job:

The Early Years TA is responsible for supporting teachers in the teaching and welfare of children to ensure pupils make appropriate progress in EYFS through attaining their academic targets.

Working under the direction of the Head of Early Years, the ideal candidate must:

- understand the key factors that affect children and young people's learning and progress
- have sufficient understanding of their area(s) of expertise, to support the development, learning and progress of pupils during EYFS
- have achieved a nationally recognised qualification at level 2 or above in English/literacy and mathematics/numeracy
- know how to use ICT to support their professional activities
- know how statutory and non-statutory frameworks for the school curriculum relate to the age and ability ranges of the learners they support
- understand the objectives, content and intended outcomes for the learning activities in which they are involved
- know how to support learners in accessing the curriculum in accordance with the special educational needs (SEN) code of practice and disabilities legislation
- know how other frameworks, that support the development and well-being of children and young people, impact upon their practice.

This role is for 35 hours per week, term time only.

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. The Habs Institute of professional learning coordinates a range of professional development opportunities for staff.

Key Responsibilities

EYFS

- To promote and safeguard the health and welfare of pupils and support their inclusion in all aspects of school life
- To work as part of a team of early year's educators preparing, delivering and evaluating the highest quality learning experiences enabling all children to access the full EYFS curriculum.
- To promote purposeful, stimulating and rich learning opportunities encouraging independent learning in both the inside and outside environments introducing activities and using a range of strategies to support all pupils in their learning.
- To promote interaction and engagement and support individual children and groups, under the direction of the class teacher/EYFS leader
- To ensure all children make good progress in accordance with the requirements of the EYFS.
- To contribute to the planning and evaluation of learning activities for individuals and groups.
- To establish positive, professional and sensitive relationships with children, families, colleagues and other agencies as necessary to support children's learning, developmental and wellbeing needs.
- To meet the physical needs of the children, encouraging good standards of personal hygiene.
- To take responsibility for the assessment and monitoring strategies for individual children.
- To demonstrate a commitment to professional development.
- To support with lunch service and other refreshments as required.
- To accompany children and teachers on educational visits and trips and act as a paediatric first aider.
- To undertake any duties set that will assist in the day-to-day running of the EYFS

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

Person specification

Education and Training

- Educated to GCSE/ A level standard
- Teaching Assistant qualification (desirable)
- NNED, NVQ or CACHE level 3 qualification in childcare or equivalent
- Current first aid / paediatric first aid certificate (desirable)

Essential experience, skills and knowledge

- An understanding of the importance of safeguarding, hygiene, health and safety practices
- The ability to communicate and establish effective working relationships with others and work effectively in a team.
- Be able to model excellent spoken and written English
- An understanding and experience of teaching synthetic phonics
- A good understanding of the key factors that affect children's learning and progress.
- The drive to take responsibility and show initiative to be creative and enhance the setting
- Previous experience in an early years setting working with children under 5
- Knowledge and understanding of recent developments in Early Years
- To know how to support learners in accessing the curriculum

Desirable experience, skills and knowledge

- To be first aid trained or be willing to undertake such training

About you

- A patient, nurturing, and compassionate approach to support children's individual needs.
- Is a 'can do' person who works positively and collaboratively
- Is a strong team player
- Attentive and Patient



“ 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, Principal
Haberdashers’ Hatcham Primary

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.habstrustsouth.org.uk/Benefits

“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 Trust Inset Days. It’s nice to be a part of a wider community”

Amy Spicer, Year 5 Teacher
Haberdashers' Slade Green Primary



Recruitment process and additional recruitment information

Closing date: Thursday 8 June 2023, 12pm

Interview date: W/c 12 June 2023

Start date: September 2023

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 crayfordhr@habstrustsouth.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 shortlisted 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. A children's barred list 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 Primary

For a confidential discussion about this post
or to arrange a visit to our school, please
contact the office at
crayfordhr@habstrustsouth.org.uk

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

www.habscrayfordprimary.org.uk

Haberdashers' Crayford Primary
Iron Mill Lane, Kent DA1 4RS