



Haberdashers'
ABRAHAM DARBY

Confident - Calm - Caring

Candidate Information Pack

Academic Mentor – Maths

16-19 Maths Tutor

32.5 hours per week, term time only

Required from January 2022 (or as soon as possible)

We do reserve the right to close this advertisement early if we receive a high volume of suitable applicants.





Haberdashers' **ABRAHAM DARBY**

Confident - Calm - Caring

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Twitter: @HabAbrahamDarby

Principal: L J Hadley BA Hons MSt

October 2021

Dear Applicant

Haberdashers' Abraham Darby is looking to appoint a **Maths Mentor/Tutor** to work alongside our pupils, starting January 2022 (or as soon as possible). This post attracts a competitive salary, which is negotiable depending upon qualifications and experience.

If you are interested in helping young people improve their Maths skills and help them close knowledge gaps resulting from COVID-19 and make a life-changing difference, helping them to fulfil their potential – then we would like to hear from you!

You will be working with small groups (typically 1-3) of pupils in Y12/Y13. The successful candidate will demonstrate excellent subject knowledge and will help pupils to make fast progress whilst increasing confidence and self-esteem.

We would welcome applications from existing/retired teachers and tutors; from graduates with relevant qualifications and from those who wish to experience working in a school environment with a view to pursuing a career in teaching.

Most tutoring will occur within the school day (8:30-3:45).

This is initially a fixed term post ending in June/July 2022.

We can offer you:

- the opportunity to join a highly committed and dedicated staff
- CPD opportunities
- the chance to work with our confident, calm and caring pupils

We have enclosed a number of pieces of information in this candidate information pack that you will find helpful in making an application, including:

1. Job Description and Person Specification
2. Information about Haberdashers' Abraham Darby
3. Guidance on completing the application form

Further information about Haberdashers' Abraham Darby can be gained from our website.

In making your application, please:

- Download and complete the application form in full
- Please include a supporting statement describing why you are applying for the post, together with the skills and experiences you would bring and why we should offer the position to you.
- Attach a brief Curriculum Vitae (optional)

Haberdashers' Abraham Darby is committed to protecting children and young people. Therefore, please note that the successful applicant will be subject to an enhanced DBS check.

Please email your completed application to Ms Debbie Tudor, HR Manager:
deborah.tudor@taw.org.uk.

If you have any further questions or if you wish to discuss the post in more detail or wish to visit the Academy, please contact Mr David Hughes, Head of Sixth Form, on 01952 386030 or via email david.hughes@taw.org.uk

We look forward to receiving your application in due course.

Yours faithfully



Mr L J Hadley
Principal





Haberdashers' Adams' Federation Trust

Haberdashers' Abraham Darby

JOB DESCRIPTION

Academic 16-19 Mentor/Tutor - Maths

PURPOSE OF JOB

The Academic Mentor/Tutor will be a key member of staff who will deliver GCSE Maths to targeted Sixth Form students (16-19 age group) (desirable ability to also offer A-level Maths support would be most welcome)

MAIN DUTIES AND RESPONSIBILITIES:

Led by the Head of Sixth Form and Curriculum Leader for Maths, the post holder will:

- Prepare, teach and assess GCSE Maths courses
- Provide pastoral support to students
- Lead of Maths exams and assessments preparation

KEY TASKS:

- Teach year 12 and year 13 students one-to-one and /or in small groups, including associated preparation and marking
- Design and prepare innovative and creative learning materials
- Assess students, including formative and summative assessments, internal verification and supervision of assessments and exams
- Assist in planning and developing 16-19 GCSE Maths course and course materials
- Provide advice and guidance to parents of 16-19 GCSE Maths students
- Develop effective working relationships with staff and students
- To operate at all times in line with the Academy's values and policies and procedures

General Expectations of all staff

- Be aware of and comply with all the Academy and Trust's policies and procedures especially relating to staff code of conduct, child protection, health and safety, security, confidentiality and data protection, reporting all concerns to an appropriate person.
- Haberdashers' Abraham Darby is a designated no smoking workplace. There is an expectation that staff maintain a professional dress code and that staff ID badges will be worn and on show at all times. It is a requirement that all staff sign in on arrival to work on the signing in app system and sign out on departure.
- To attend regular statutory training as and when required.
- Be aware of and support to ensure equal opportunities for all.

- Recognise own strengths and areas of expertise and use these to advise and support others. Participate in training, meetings and other learning activities to keep up to date with developments relating to your area.
- Undertake personal and professional development and commitment in conjunction with the Academy's Performance Appraisal Review process.
- Support and contribute to the overall ethos, work, aims and vision of the Academy and Federation Trust.
- To undertake, after consultations, other duties as determined by the Principal and Governors that are commensurate with the designation and grading of the post and within the evolving policies of the Federation.

LINE MANAGER

The post holder will report to the Head of Sixth Form and Curriculum Leader of Maths

PERSON SPECIFICATION

Essential

- An understanding of and commitment to safeguarding young people and vulnerable adults
- Skills/Ability to teach GCSE Maths courses
- Ability to provide learning and tutorial support for students
- Excellent planning, organisation, IT and administrative skills, the ability to see projects through to a successful conclusion, and a general high level of efficiency
- Excellent oral and written communication skills
- Ability to work as part of a team and on own initiative
- Personal Skills Demonstrate enthusiasm
- Aptitude for hard work, the ability to take initiatives, a flexible approach and an ability to implement change
- A fundamental belief that all pupils can achieve their potential, regardless of background or prior experiences
- Willingness to undertake any training required for the role and a strong commitment to personal continued professional development
- Awareness of the needs of employees and a commitment to equality of opportunity
- Ability to relate to the philosophy and aims of Haberdashers' Adams' Federation Trust

Desirable

- Qualifications/Competencies Degree or equivalent and qualified teacher status (NQTs welcome to apply)
- Relevant Experience Evidence of the ability to deliver consistently good or better teaching, learning and assessment and a proven track record in planning and delivering an excellent learning experience
- Experience of teaching with the 16-19 age group
- Ability to teach/support A-level Maths students

PERSONAL QUALITIES

- Reliability, integrity and confidentiality
- Professional, friendly and approachable
- Open and transparent work ethic
- Flexibility – adaptability to changing circumstances and new ideas
- Ability to be a good listener who thinks on their feet
- Ability to manage and overcome setbacks
- Motivated
- Strong team player
- Excellent communication, listening and observation skills

- Ability to work under pressure and meet deadlines
- Ability to relate well to adults and children
- An excellent record of attendance and punctuality
- Take responsibility for your own professional development

Safeguarding Statement

The Academy is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment.

All teachers and support staff are accountable for the way in which they exercise authority, manage risk, use resources and protect pupils from discrimination and avoidable harm. All staff, whether paid or voluntary, have a duty to keep young people safe and to protect them from physical harm. When an individual accepts a role that involves working with children and young people they need to understand and acknowledge that the responsibilities and trust are inherent in that role.

An Enhanced DBS check will be carried out prior to employment and this will be renewed every 5 years, and all staff are expected to sign an annual Disqualification Safeguarding Declaration Form. We hold regular statutory Child Protection training which all staff are required to attend

Positive Mental Health – Whole School Approach

Haberdashers' Abraham Darby aims to promote a whole-school positive approach to mental health and well-being for every member of staff and student; it is a fundamental to our values, mission and culture. We are a school that helps children flourish, learn and succeed by providing opportunities for them, and the adults around them, to develop the strengths and coping skills that underpin resilience. The Academy's Mental Health and Well-being policy is available via our website.

NOTE 1

Whilst every effort has been made to explain the main duties and responsibilities of the post, each individual task may not be identified. Staff are expected to comply with any reasonable request from their line manager to undertake work of a similar level that is not included in this Job Description. Staff are expected to be courteous to colleagues, pupils and parents, and provide a welcoming environment to visitors and telephone callers.

NOTE 2

This job description is current at the date shown, but in consultation with the postholder, may be reviewed and changed at any time during the school year by the Principal / Head of Sixth Form to reflect or anticipate changes in the job commensurate with the grade and job title.



Information on Haberdashers' Abraham Darby

History of the school: Abraham Darby Academy opened on 1st September 2008 replacing the predecessor Abraham Darby School for the Performing Arts. The Academy was the 'sample project' in Telford & Wrekin's 'Building Schools for the Future' programme. Having been based in the existing school buildings during the construction phase of the project, the Academy moved into its new state of the art, technology rich accommodation in July 2012. It provides 1,100 places, 900 for pupils aged 11-16 (PAN of 180 in each year group) and 200 in the Sixth Form and sits at the centre of the Abraham Darby Learning Community, which also includes Woodlands Primary School and a Leisure Centre. Abraham Darby Academy changed its name to Haberdashers' Abraham Darby in 2017.

Federation Trust: Haberdashers' Abraham Darby is sponsored by the Worshipful Company of Haberdashers' and is a member of the Haberdashers' Adams' Federation Trust, which is a federation with Haberdashers' Adams (a convertor Academy). There is one Board, chaired by the Chair of Governors, with several committees covering both academies and all governors are governors of both academies. Each school, however, has a separate local governing body.

Ethos: The ethos and culture of the Academy is rooted in values, standards, positive relationships and aspirations. The result is a warm, welcoming and generous environment where pupils who are increasingly ambitious for themselves, enjoy being challenged to improve upon their previous best and recognise their responsibilities as role models as they progress through the year groups. There is a shared purpose in our journey to become outstanding.

Pastoral: Our House system is the lifeblood of the Academy. It fosters competition, participation, belonging and student leadership. Each member of staff also belongs to a House. Throughout the year we enjoy all school inter-house competitions in rugby, netball, cross country, swimming and the Arts.

Extra-Curricular: The Abraham Darby music department has a very successful music tradition, which goes back well over 40 years and has ensured that the Academy has become one of the country's leading education establishments for musical opportunity for its students. It has a high reputation within the youth music world. Both the Academy's Showband and Jazz Band have performed in the Schools Music for Youth Proms at the Royal Albert Hall in 2016 and 2017 and the Showband is the highest ranked school wind band in the UK. We also place considerable emphasis on Sport: we are one of the few state schools in the country that has an extensive rugby and netball Saturday fixtures list.

The education of the 'whole' child is a priority and has resulted in the development of an extensive informal curriculum. There is a substantial range of curriculum enrichment and extra-curricular experiences with which pupils are actively encouraged to engage. It is an expectation that all members of staff contribute to this programme.





GUIDANCE NOTES ON COMPLETING THE APPLICATION FORM

Please read these notes carefully and keep for future reference. They are designed to help you in completing your application form. We want to try and make sure that everyone applying for a job with the Haberdashers' Adams' Federation Trust and Haberdashers' Abraham Darby has a fair chance. Completing this application form is the first stage in the recruitment process which may lead to an interview and the possible offer of a job.

- It is important that you complete all sections of the application form as clearly and fully as possible.
- Please ensure that you have given your personal details accurately so that we are able to contact you.
- We are interested in your experience and any skills or training which shows that you meet the requirements of the job for which you are applying. Include non work activities which are relevant.
- You are asked in Section 5 of the application form to provide a supporting statement.
- We do not ask for many personal details. This is because we do not take into account such things as gender, race and marital status.
- By completing and signing the application form, you are consenting to the named referees to release a written and/or verbal reference to ourselves.
- If you attach additional sheets to your application form make sure you put your surname, initials and the post title at the top of each page.
- We ask everyone to complete an application form (as well as sending a brief C.V. if they wish)

Remember we can only decide whom we should interview based on what is written on your application form.

JOBS WORKING WITH CHILDREN, YOUNG PEOPLE AND/OR VULNERABLE ADULTS

The job for which you are applying involves substantial opportunity for access to children, young people and/or vulnerable adults and your application will be subject to rigorous pre-employment checks. This is in order to ensure the safety of children and vulnerable adults. These checks will include a check by the Disclosure and Barring Service (DBS) on Police Records for **all** criminal convictions, cautions and any impending cases. A more detailed explanation is included in this application form.

THE GENERAL DATA PROTECTION ACT 2018

The information or data which you have supplied on the application form will be processed and held on computer and also on your personal records if you are appointed.

The data may be processed by the Haberdashers' Adams' Federation and Haberdashers' Abraham Darby for the purposes of equality monitoring, compiling statistics and for the keeping of other employment records.

By signing and returning the application form you will be deemed to be giving your explicit consent to processing of data contained or referred to on it, including any information which may be considered to be sensitive personal data.

EQUAL OPPORTUNITIES POLICY

COMMITMENT TO EQUAL OPPORTUNITIES

The Haberdashers' Adams' Federation Trust and Haberdashers' Abraham Darby are committed to equality of opportunity in all aspects of their activities. We recognise that people suffer discrimination, disadvantage and exclusion, both in employment and in the delivery of services, for many reasons including:

- race
- sex
- sexual orientation
- gender re-assignment
- religion or belief
- disability
- pregnancy or maternity

We are committed to combating inequality and striving to ensure that all people in all parts of the community are treated fairly. Age, marriage and civil partnership are not protected characteristics for the schools' provision but do apply to staff.

EQUALITY IN EMPLOYMENT

It is the Federation and Academy's policy that all of its employees, and those who apply for employment, will be treated with equal fairness, respect and dignity.

We will:

- Publicise, by this charter, our commitment to equality to all of our employees and within the community at large.
- Encourage job applications from all sections of the community and ensure that only relevant and justifiable factors are taken into account in making appointments
- Make available appropriate training for employees so that they can both understand and actively promote equal opportunities policies and, recommend that everyone who takes part in the recruitment and selection process will first receive the necessary training.
- Ensure that existing and future HR policies and conditions of service are applied fairly to all employees and are such that they can both promote equality of opportunity and seek to remove obstacles to its achievement.
- Recommend that applicants with disabilities who meet the essential requirements of the post are interviewed, and do everything reasonably practical to adapt jobs and premises to meet the needs of people with disabilities.
- Measure the effectiveness of our policies by regular monitoring of both existing employees and of job applicants.

EQUAL OPPORTUNITY MONITORING

So that we can measure the effectiveness of this charter, we need to collect information about our job applicants. **Therefore please fully complete and return the Monitoring Form attached to the application form.**

- When your application is received the Monitoring Form will be removed before the form goes to those involved in shortlisting for interviews.
- Those involved in shortlisting and interview will not know what information is on the Monitoring Form.

ESSENTIAL ADDITIONAL INFORMATION

FOR POSTS WHICH INVOLVE WORKING WITH CHILDREN, YOUNG PEOPLE AND/OR VULNERABLE ADULTS

The post for which you are applying will involve working with children, young people and/or vulnerable adults. In order to ensure the safety of children and vulnerable adults, your application will be subject to rigorous pre-employment checks.

Please read this information carefully.

1. The references you have offered will be taken up prior to interview without seeking further permission from you. We also reserve the right to contact any other previous employer for a reference.
2. We will also take into consideration relevant information received from **any** source. This may include information held by Telford & Wrekin Council, for example in Social Care or Education, and information received from other external authorities or bodies.
3. You will be required to provide proof of any educational qualifications or memberships of professional bodies that are stated in your application form.
4. You will be asked to submit original, valid and in date proof of identification, including photo ID, such as a birth certificate, National Insurance number, passport or driving licence. You will also be asked to submit all marriage certificates in cases where you have changed your name, and submit previous address details.
5. You will have to complete a medical questionnaire and may be required to meet with our Occupational Health physician if required.
6. You will be subject to a probationary period, usually of 6 months. Failure to successfully complete a probationary period may lead to a further probationary period or dismissal.

References

In order to comply with legal and regulatory requirements, your named referees, from whom we collect personal data such as name, role, commencement and termination dates of employment and general indication of your performance, will be used to:

- Assess your skills, qualifications and suitability for the role
- Carry out background and reference checks, where applicable
- Comply with legal or regulatory requirements

In line with our GDPR duties and responsibilities, we have put in place appropriate security measures to prevent your personal information from being accidentally lost, used or accessed in an authorised way, altered or disclosed. In addition, we limit access to your personal information to those employees and other third parties who have a business need to know. They will only process your personal information on our instructions and they are subject to a duty of confidentiality. We have put in place procedures to deal with any suspected data security breach and will notify you and any applicable regulator of a suspected breach where we are legally required to do so.

By completing and signing the application form, you are consenting to the named referees to release a written and/or verbal reference to ourselves.

For further information, we refer you to our Recruitment Privacy Policy, which is available from our website.

Disclosure and Barring Service (DBS)

1. This post is covered by the Rehabilitation of Offenders Act 1974 (Exceptions) (Amendments) Order 1986 and the Criminal Justice and Court Services Act 2000. It is also covered by the Protection of Children Act 1999.
2. A caution or conviction will not necessarily debar you from applying for the post. We will consider any previous offences in accordance with our Equal Opportunities Policy. There are, however, certain

offences which will debar you from working with children under the regulations made under the Children's Act, including Schedule 1 offences such as sexual and violent offences. If you require a confidential discussion concerning previous offences before apply for a post you can contact the Principal or the HR Manager at the Academy.

3. At interview, or in a separate discussion, we will ensure that an open and measured discussion takes place on the subject of any offences or other matter that might be relevant to the position. Failure to reveal information that is directly relevant to the position sought could lead to withdrawal of an offer of employment.
4. Prior to any offer of employment being made you will be required to complete a **Disclosure and Barring Service On-line Application**. On this application you will need to declare **ALL CAUTIONS, BIND OVER ORDERS & CONVICTIONS**. This includes offences which are considered spent for other purposes or that you may believe have been removed from your record. You will need to provide original, valid and in date identification documentation, ideally passport, driving licence and one other proof of ID such as your birth certificate. At least one of these documents must show your current home address.

All information given will be treated as strictly confidential.

The DBS will search Police Force, Department of Health, and Department for Education & Skills records for relevant information. The DBS will send you the original DBS certificate and inform Haberdashers' Abraham Darby of the result of their search. This information will enable the Principal to make his decision on possible employment. You are required to show us, your employer, the original DBS certificate prior to your employment start date. This information is stored on our Single Central Register (SCR).

We undertake to discuss any matter revealed in a Disclosure with the person seeking the position before withdrawing a conditional offer of employment.

If you require further information you can contact the DBS direct by email or telephone, or visit their website: <https://www.gov.uk/government/organisations/disclosure-and-barring-service>

Email: customerservices@dbs.gov.uk

Telephone: DBS Helpline - 03000 200 190

If you do take up employment it is necessary for you to inform the Principal and HR Manager of any cautions, bind overs or convictions you sustain during the subsequent course of your employment. **Failure to do so will lead to dismissal.**

For all employees of Haberdashers' Abraham Darby, DBS checks will be renewed every 5 years and all staff are expected to sign an annual Disqualification Safeguarding Declaration Form.

IMPORTANT

WE WILL REPORT ALL PERSONS TO THE RELEVANT AUTHORITIES WHO ATTEMPT TO OBTAIN EMPLOYMENT WHILST THEY ARE DISQUALIFIED FROM WORKING WITH CHILDREN, YOUNG PEOPLE AND/OR VULNERABLE ADULTS.

THE RECRUITMENT PROCESS

WHAT WILL HAPPEN NEXT?

If you are successfully shortlisted for interview, we will contact you on or just after the closing date with details of the interview process and the date of interview.

If you are not shortlisted for interview, we endeavour to always reply individually to every applicant within 28 days of the closing date regardless of the number of applications received.

As a candidate applying for employment with Haberdashers' Adams' Federation Trust and Haberdashers' Abraham Darby you can expect to be dealt with courteously, efficiently and fairly. If, at any stage of the recruitment process, you are unhappy with the way you are treated, or if you have any suggestions as to how we can do better, please do not hesitate to contact the HR Manager or the Principal.

If you require any help or have any questions about the recruitment process or the position you are applying for, please contact either the HR Manager/PA to the Principal, who will be more than happy to assist you.

If you would like to visit the Academy before the closing date or have an informal discussion with the Principal, please arrange this via the HR Manager/PA to the Principal via email (deborah.tudor@taw.org.uk) or telephone (01952 386002)

Whatever the outcome of your application, thank you for the interest you have shown in working for Haberdashers' Adams' Federation Trust and Haberdashers' Abraham Darby.

Good luck with your application!



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