



# Haberdashers' **ABRAHAM DARBY**

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## **Candidate Information Pack**

### **Pastoral Support Officer**

**37 hours per week - term time + 1 week**

**Required as soon as possible**

**Closing Date: Friday 5<sup>th</sup> May 2024**

Based on the quality and quantity of applications received, we reserve the right to interview and appoint before the closing date, therefore early applications are encouraged.



April 2024

Dear Applicant

Thank you very much for your interest in the post of **Pastoral Support Officer** at Haberdashers' Abraham Darby.

We are seeking to appoint an additional enthusiastic and highly effective Pastoral Support Officer (PSO) to join our House teams. The PSO will assist the House Teams in their day-to-day activities to ensure that every pupil has the opportunity to maximise their progress and attainment. They will work with the House teams to reduce and/or remove any barriers to learning and will play an active role in the resolution of any social or emotional issues pupils might be experiencing. If you think you have what it takes to make a real difference to the lives of the young people at Haberdashers' Abraham Darby then we'd love to hear from you!

The post is for 37 hours per week, term time + 1 week . We are looking to appoint someone to start as soon as possible. The actual salary is £20,011 per annum (full-time equivalent salary £23,601 pa) which is paid monthly over 12 months.

If you feel that you could bring further impetus to our drive to improve the provision for our staff and students and have the necessary energy, enthusiasm and sense of humour then please get in touch!

We can offer you:

- a competitive salary
- the opportunity to join a highly committed and dedicated pastoral / support staff team
- CPD opportunities and further opportunities to grow within your role or other roles at the Academy

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 – this should be emailed to the HR Manager, [deborah.tudor@taw.org.uk](mailto:deborah.tudor@taw.org.uk) by the closing date **3pm on Friday 5<sup>th</sup> May 2024**
- 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 if you wish (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 (including a check of the Children's barred list), rigorous pre-employment safer recruitment checks and must be eligible to work in the UK.

If you wish to discuss the post in more detail before submitting an application or wish to visit the Academy, please contact the Vice Principal David Hughes on 01952 386064 or via email [david.hughes1@taw.org.uk](mailto:david.hughes1@taw.org.uk)



**Haberdashers' West Midlands Academies Trust**  
**Haberdashers' Abraham Darby**

**JOB DESCRIPTION**

1.0	POST TITLE	:	Pastoral Support Officer
2.0	POST REFERENCE NUMBER	:	TBC
3.0	NAME OF CURRENT POST OCCUPANT	:	
4.0	OCCUPANT'S COMMENCEMENT DATE	:	
5.0	GRADE OF POST	:	Grade 3
6.0	SPINAL POINT	:	Point 3
7.0	ACTUAL SALARY (paid over 12 months)	:	£20,011.52 per annum
8.0	WORKING WEEKS	:	39 weeks (term time + 1 week)
9.0	PAID WEEKS	:	44.21 paid weeks (0-5 year's service)
10.0	ANNUAL HOLIDAY ENTITLEMENT/PAY	:	No entitlement to annual holiday during term time and holiday pay is Included in paid weeks above
11.0	WEEKLY WORKING HOURS	:	37 hours per week
12.0	DAILY WORKING WORKS	:	8.00 – 16.30 (30-minute unpaid break)
13.0	PURPOSE OF JOB		

To support and complement the House pastoral system of the school. The Pastoral Support Officer will assist the House Teams in their day-to-day work in ensuring that all pupils maximise their progress and attainment by supporting them to remove any barriers to learning including the resolution of any social or emotional issues with their peers. You will be a role model in terms of conduct, dress and professionalism and in your dealings with pupils.

14.0 MAIN DUTIES AND RESPONSIBILITIES

The post holder will be required to:

- Monitor pupil conduct and behaviour and intervene to resolve issues
- Assist in the identification of early signs of disengagement
- Assist in the identification of barriers to learning that are hindering pupil progress
- Provide care, guidance and support, as appropriate to pupils to help them to be safe, happy & successful
- Promote pupil engagement in House events
- Investigate and resolve incidents of pupils being unkind to one another or allegations of bullying
- Have restorative conversations with pupils to resolve conflict
- Make and receive phone calls – keeping parents and carers informed of incidents and outcomes as they are dealt with
- Log meeting and message details on the Academy system

- Assist the House Team in informing colleagues when appropriate about social or behavioural issues or changes affecting pupils
- Supervise and support pupils with managing their return to full time, classroom-based education, including learning supervision as required.
- Liaise with teaching and support staff, as appropriate
- Support student attendance through daily calls and other strategies
- Provide general administration support and cover for House team colleagues, as necessary.
- Weekly Staff duties
- From time to time: Accompany teaching staff and students on visits, trips and out of school activities as required.
- Work with pupils in a courteous, positive, caring and responsive manner
- Carry out any reasonable tasks or duties that may be required/requested by the Principal or the Vice Principal (Behaviour and Attitudes)

#### General Expectations of all staff

- Be aware of and comply with all the Academy and Trust's policies and procedures especially relating to child protection, health and safety, security, confidentiality and data protection, reporting all concerns to an appropriate person.
- To adhere that Haberdashers' Abraham Darby is a designated no smoking workplace. It is expected 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 via the signing in app system and sign out on departure.
- Develop and maintain professional and effective working relationships with all colleagues.
- To engage with pupils in a courteous, positive, caring and responsive manner
- To present oneself in a professional way that is consistent with the values and expectations of the Trust and Academy
- Attend and participate in relevant meetings and training as and when required (including statutory training, safeguarding/child protection updates). These may be outside of your normal working hours.
- Be aware of and support to ensure equal opportunities for all. Understand, comply with and promote equalities in own work; to undertake appropriate training, and challenge racism, prejudice and discrimination.
- 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 Trust.
- You are expected to treat all information acquired through your employment, both formally and informally, in strict confidence
- To undertake other duties as determined by the HR Manager, Principal and/or Governors that are commensurate with the designation and grading of the post and within the evolving policies of the Trust.

#### 15.0 SPECIFIC JOB TITLE

Pastoral Support Officer

#### 16.0 SPECIFIC SUPERVISORY RESPONSIBILITY

None

#### 17.0 LINE MANAGER

The post holder will report to the Principal and Vice Principal (Behaviour and Attitudes) under the day to day management and leadership of the Heads of House

## 18.0 CONTACTS

Parents/carers of pupils, visitors, volunteers, supply teachers/agencies, governors, staff, pupils and members of the local community

## 19.0 PERSON SPECIFICATION

		Essential	Desirable
<b>A. Qualifications</b>			
A1	Good literacy and numeracy skills – GCSE Maths and English at grade 'C'/Level 4 or above or an equivalent	✓	
<b>B. Experience</b>			
B1	Good working knowledge of ICT (Word, Excel)		✓
B2	Experience of working with children in a professional setting	✓	
B3	Experience of working in a secondary school		✓
B4	Knowledge of First Aid (or willingness to undertake training)		✓
<b>C. Communication</b>			
C1	Ability to write reports and letters	✓	
C2	Ability to use clear language	✓	
C3	Ability to listen effectively	✓	
C4	Ability to overcome communication barriers with children and adults	✓	
C5	Ability to negotiate effectively with adults and children	✓	
<b>D. Working with others</b>			
D1	Ability to make a proactive contribution to the work of the team supporting children, their families and carers	✓	
D2	Ability to establish rapport and respectful and trusting relationships with children, their families and carers and other adults	✓	
D3	Ability to work effectively with a range of adults and children	✓	
<b>E. Personal Qualities</b>			
E1	Enthusiastic, reliable and committed	✓	
E2	Emotional resilience in working with challenging behaviour and attitudes to use of authority and maintaining discipline	✓	
E3	Ability to maintain appropriate professional boundaries with pupils	✓	
<b>F. Responsibilities</b>			
F1	Good organisational skills	✓	

F2	Ability to remain calm under pressure	✓	
F3	Ability to manage own time effectively	✓	
<b>G. General</b>			
G1	Awareness of and promotion of equality	✓	
G2	Good understanding of Health & Safety		✓
G3	Good understanding of Safeguarding procedures		✓
G4	Understanding of procedures and legislation relating to confidentiality		✓
G5	Demonstrate a clear commitment to develop and learn in the role	✓	
G6	Ability to effectively evaluate own performance	✓	
G7	<i>“Have a commitment to safeguarding and promoting the welfare of children and young people; motivated to work with children; has the ability to form and maintain appropriate relationships and personal boundaries with children and young people and; has emotional resilience in working with challenging behaviours and attitudes”.</i>	✓	
G8	Satisfactory Enhanced Disclosure and Barring Service (DBS) check	✓	

### 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 with appropriate barred list checks, together with thorough safer recruitment checks, and the post holder must be eligible to work in the UK. All new staff are asked to complete Safeguarding, On-line safety and Prevent training prior to employment (via National College), if current certificates/evidence of recent training cannot be produced. DBS checks for existing staff are renewed every 5 years, and all staff are expected to sign an annual Disqualification Safeguarding Declaration Form. We hold regular statutory Child Protection/Safeguarding and Prevent training and updates which all staff are required to attend.

### Positive Mental Health and Well-being – 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 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.



## Information on Haberdashers' Abraham Darby

**History of the school:** Abraham Darby Academy opened on 1<sup>st</sup> 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' West Midlands Academies Trust, which includes Haberdashers' Adams, a selective state grammar school, and Haberdashers' Castle House School, an independent preparatory school, both located in Newport, Shropshire. There is one Board,

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Haberdashers' Abraham Darby Ironbridge Road Madeley Telford Shropshire TF7 5HX chaired by the Chair of Governors, with several committees. Each school 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 regularly perform in the Schools Music for Youth Proms at the Royal Albert Hall 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. 10% of the agreed admission number of pupils each academic year is admitted on the basis of aptitude in music or sport.

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.





## The Haberdashers' Company – an introduction

### Background

The Haberdashers' Company is one of the Great Twelve Livery Companies and has a long history closely connected to the development of the City of London. We are a welcoming and inclusive organisation with a strong social purpose. We are proud of our roots, traditions and values that go back centuries, but equally, we are a modern organisation committed to a vibrant and diverse future. We harness the resources of the Haberdashers' community to empower young people from every background and enable them to flourish.

### Our schools

The Haberdashers' family of schools is made up of nineteen schools (including nine primaries), structured in four devolved groups – Haberdashers' Academy Trust South, Haberdashers' West Midlands Academy Trust, Haberdashers' Elstree Schools and Haberdashers' Monmouth Schools. We are proud to include schools of all types and sizes within our family of schools – from a brand new, state academy like Haberdashers' Borough Academy, opened in 2019, or a centuries' old independent boarding school, like Haberdashers' Monmouth, founded in 1614. The relationship with Haberdashers supports the schools: financially through endowment funding, through providing governors and trustees from the Company membership and through the Haberdashers' Advantage programme.

The concept of Haberdashers' Advantage identifies the added benefit that will be felt by pupils at our schools. Our philosophy is that there is more to quality education than academic performance, whilst recognising that such outcomes are a critical component. We give tangible support to our schools as they strive to provide our students with character, values and the ability to develop life and workplace skills; helping to shape the best possible outcome for their futures.

### Haberdashers' Advantage Programme

#### Character

These activities provide character, soft skill development and cultural capital for pupils. Current initiatives are Year 7 historical educational visits to the Hall, art/music/subject competitions, sports/music festivals and leadership skills training opportunities for students.

#### Futures

This programme delivers careers and employability initiatives for pupils. Current projects are primarily focused at sixth form pupils and include entrepreneur competitions and regular careers conferences with high-level professionals.

#### Working together

This programme covers collaboration and professional development for staff, leaders and governors. Current areas of focus are leadership development, mental health and educational technology.





# **SUPPORT STAFF APPLICATION 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' West Midlands Academies 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' West Midlands Academies 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 Trust 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.

### **Criminal Convictions**

The amendments to the Rehabilitation of Offenders Act 1974 (Exceptions) Order 175 (2013 and 2022) provides that when applying for certain jobs and activities, certain convictions and cautions are considered 'protected'. This means that they do not need to be disclosed to employers, and if they are disclosed, employers cannot take them into account.

Should you be shortlisted for interview, you will be asked to declare on a separate form whether you have any convictions or cautions that are not 'protected' in line with this legislation. Further information on the filtering of these cautions and convictions can be found in the [DBS filtering guide](#). You will be asked to personally sign the form at interview if you have provided an electronic signature.

## **Disclosure and Barring and Recruitment Checks**

The academy is legally obligated to process an Enhanced Disclosure and Barring Service (DBS) check before making appointments. The DBS check will reveal both spent and unspent convictions, cautions, reprimands and final warnings, and any other information held by the local police that is considered relevant to the role. Any information that is 'protected' under the Rehabilitation of Offenders Act 1974 (Exceptions) Order 1975 (2013 and 2022) will not appear on a DBS certificate. For posts in regulated activity, the DBS check will include a barred list check. It is an offence to seek employment in regulated activity if you are on a barred list.

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 the final decision and confirm your 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](mailto: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, Enhanced 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.**

## **Right to Work in the UK**

The academy will require you to provide evidence of your right to work in the UK in accordance with the Immigration, Asylum and Nationality Act 2006. By signing the application form you agree to provide such evidence when requested.

## **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. You will also be asked to declare on a separate form whether you have any convictions or cautions that are not 'protected' in line with legislation.

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' West Midlands Academies 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 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](mailto: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' West Midlands Academies Trust and Haberdashers' Abraham Darby.**

**Good luck with your application!**



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Haberdashers' Abraham Darby Ironbridge Road Madeley Telford Shropshire TF7 5HX