



HOOK LANE PRIMARY
Encouraging Fearless Learners

Hook Lane Primary School

Candidate Information Pack



Maritime
Academy
Trust

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Dear Applicant

Thank you for the interest you have shown in working at Hook Lane Primary School. Visitors to Hook Lane have rarely been in the school long before commenting on the welcoming feel, the energy and vibrancy, the nurturing approach of staff and the supportive atmosphere which allows for a culture of risk-taking and professional autonomy.

Hook Lane Primary has two classes per year group from Reception to Year 6 as well as an onsite Nursery. We also have a Resource Provision for children with Autistic Spectrum Disorders which provides them with a stimulating learning environment, where they can receive a curriculum tailored to meet their specific needs and which enables them to strive to achieve their maximum potential, celebrate their differences and engage their curiosities. Inclusion is a huge strength at Hook Lane and we ensure that all children are enabled to achieve their best.

At Hook Lane we believe that our most important work is to not only help our children to be the best learners that they can be but also to ensure that they learn to love the process of learning. We want them to take the attributes that make them great learners into their future lives. We nurture and celebrate qualities such as perseverance, reflection, resilience, imagination and motivation. Indeed our motto is Encouraging Fearless Learners encapsulating the idea that how we learn is just as important as what we learn.

We take this idea of lifelong learning very seriously and model it through our behaviours as adults. CPD is a collective enterprise with staff experts leading on different aspects and all staff taking responsibility for improving their expertise in pedagogy and subject knowledge through reading, research, attending conferences and courses as well as utilising social media, blogs, vlogs and podcasts.

Since September 2019, Hook Lane has been part of Maritime Academy Trust. The collaboration between the 12 Maritime schools enables us to be ever more fearless in the ambitions that we hold for our children supported by the Trust's mission to empower our schools with the means to drive ever greater and more enjoyable outcomes for children.

Hook Lane benefits from experienced, knowledgeable staff and supportive parents and families. We have excellent transport links locally, including being near to the A2 and within a 10 minute walk to Welling Station, as well as being surrounded by a network of bus routes. We have extensive and beautiful grounds, with playground areas, a large field and a forest school area.

I hope that you will find the information in this pack useful and I urge you to look on the school's website www.hooklaneprimary.co.uk for further details. If you have any questions about the post or would like to arrange a visit prior to submitting your application, please don't hesitate to get in touch at info@hooklane-maritime.org or on 020 8303 3839.



Joy Sheekey
Head Teacher

Welcome to Hook Lane

Our motto is Encouraging Fearless Learners.

- We achieve this by providing a broad, varied, exciting and relevant curriculum in an environment where children feel both safe and challenged.
- We build a culture that runs on love, kindness and happiness, where the contagious quality of a smile is never underestimated and where happy children and happy staff are able to work hard.
- We support each other to make every day, week, month, year better than the last with every member of the community pulling together.
- We model risk-taking, challenge, failure and success in order to fearlessly break down barriers.
- We teach children not just facts, but how to be learners and how to love learning - skills which will remain with them throughout their lives.
- We see children not just for who they are, but for who they can become, helping each individual to fulfil their potential.

At Hook Lane, we aim to secure an environment where children have confidence in themselves whilst valuing the opinions, strengths and cultures of others. We believe that children learn most effectively through active participation in the learning process so that they build their knowledge through understanding. We also recognise that children come into school at different starting points and a real strength at Hook Lane is enabling all our pupils to make good progress at their level.

We want to foster curiosity in all our children and a love of learning so that they are able to take on new challenges and make good progress.

We encourage all children at Hook Lane Primary School to strive to achieve their aspirations through the use of praise, reward and by setting realistic yet challenging expectations. We want our children to have the skills necessary to contribute to the wider community and become lifelong learners.

We respect and value the support of parents in the education of their children and share their expectations for their children: to be happy, safe and to learn well at our school.

Hook Lane Photo Gallery



What our Parents say about Hook Lane Primary School

"My daughter loves going to school. Her excitement to go to school is fantastic so please keep on doing what you are doing because it's inspiring her to do her best and she is enthusiastic and happy to learn."

"I love the feel of the school and the caring friendliness of the staff."

"I love the community feel and never feel that I can't speak to a teacher, they're so approachable."

"I love the way that the school manages anxiety and conflicts amongst children."

"Honestly? We love everything! To be in a school as long as my son has, and to never have an issue is amazing!"

Maritime Academy Trust

Maritime is a charitable education trust with schools across London and the South East and led by the CEO – Nick Osborne.

As an education charity, Maritime are fully committed to advancing education for the public benefit. It is our mission to empower our schools with the means to drive ever greater and more enjoyable outcomes for children.

This is done by seeking out the intersection between logic and magic; between the knowledge children need, the skills that will enable them to navigate a future world of work that doesn't exist yet, and a journey through education that will stick with them as they grow.

Our Maritime Entrepreneurial Curriculum brings this all together, weaving essential skills and knowledge into a thematic approach to learning that is embraced by all of our schools. It culminates with our Maritime Expeditions: child-led learning showcases that demonstrate how children have found solutions to real-world challenges.

Like our name suggests, Maritime draws on the heritage of our original Greenwich home. We are explorers and adventurers who believe that our community grows stronger the more people we meet and the more we learn from them. Our whole approach to what we do, our whole mindset, is that through strong collaboration we can most effectively spark innovation throughout our schools. Collaborate, Innovate, Educate.

We are very proud of how we work together, approaching everything through the lens of our Maritime Behaviours, the ways of working that build towards our vision and make it enjoyable to be a part of the team.

As an employee of the Maritime Academy Trust you can expect:

- a positive working environment
- national terms and conditions
- tailored programmes of CPD with cross trust development opportunities
- a generous package of staff benefits.

You can find out more information about Maritime Academy Trust on the [website](#).

Staff Benefits

The Maritime Academy Trust is able to provide our children with a phenomenal education because we employ the very best Teachers and Support Staff, who share our vision, values and behaviours. We want our employees to feel valued and offer a competitive package of benefits.



The Maritime Offer

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National Terms & Conditions

The Trust recognises National Terms and Conditions for both Teaching and Support Staff and annual pay awards are applied in line with national agreements.



Trade Union Recognition

We work closely with the Trade Unions that represent our Teaching and Support Staff. We meet termly with employee representatives to proactively and positively manage employee relations.



Teachers and LGPS Pension Schemes

All employees of the Trust are offered the opportunity to contribute to either the Local Government Pension Scheme (LGPS) or the Teachers' Pension Scheme (TPS).



Staff Development & CPD

The Trust operates a supportive Staff Development policy for all staff policy focused on coaching and well-being. The Trust is committed to ensuring that every member of staff receives regular feedback and career development conversations alongside a comprehensive offer of tailored CPD.



Well-Being

All of our Academies are represented at our termly Well-Being Network Meetings. The Network agree a schedule of Trust Wide well-being initiatives and social activities.



Maritime Hub

The Trust offers its employees access to hundreds of on-line retail discounts from days out with the kids to discounted holidays and food shopping; there is something for everyone.



Cycle to Work Scheme

The Cycle to Work scheme allows employees to purchase a bike and accessories up to the value of £1,000. The scheme allows employees to make tax savings of up to 42% while staying fit and healthy.



Family Friendly Policies

The Trust offer generous policies and enhanced entitlements in respect of Maternity, Paternity and Adoption.



Employee Assistance Programme

The Employee Assistance Programme is available 24 hours per day, 7 days per week, 365 days of the year. The service is free, confidential and staffed by trained counsellors who provide advice and counselling to support the resolution of personal or professional issues.



Discounted Gym Membership

The Trust offers 'MyGym Discounts' and 'GymFlex' which provides savings of up to 40% with over 3,000 UK gyms and health providers.



Interest free Travel to Work Loans

The Trust offers interest free loans for staff to purchase public transport season tickets, helping to keep down the cost of travelling to and from work.



Annual Flu Vaccinations

The Trust offers flu vaccinations to all employees annually in the Autumn Term.



Application Guidance

Thank you for your interest in working with the Maritime Multi-Academy Trust. This Application Guidance has been developed to help you to complete your application. Please take a few minutes to read through the information before filling out the application form.

Your application will be your first point of contact with the Trust and the school you would like to work with. The content of your application will determine whether or not you will be invited to interview, therefore it is essential that you complete it as fully as possible. We will not make any assumptions about your abilities and do not take into account any previous applications.

CVs are not acceptable in the place of a completed application form and all candidates are required to address the criteria on the person specification for the post. However, you may submit a CV in addition to your completed application form.

Personal Details

Enter fully and clearly your name, address and telephone number(s) so that you can be easily contacted in the event that you are shortlisted to attend an interview.

Employment

State clearly your current or most recent employer's name and address. Include details of the post held and (if applicable) reason for leaving.

Previous Employment

Enter names and addresses of all previous employers, starting with the most recent. You can also include work experience placements, holiday jobs or voluntary work in which you have developed skills relevant to the job you are applying for. It is very important that you complete this section in chronological order, and detail accurately any gaps between employment and other activities.

Education

Provide full details of your education at secondary level and above along with details of degrees/diplomas and any other qualifications, including those that you are currently studying for. Make sure you give all the information required, including levels and grades of any examinations taken. If a required qualification has been specified for the role, make sure you give all the information required and levels of any examinations taken. You will be expected to provide documentary evidence if you are invited for an interview.

Supporting Statement

This section is very important. It gives you the opportunity to detail why you feel you are the best person for the job and why you are applying, and is the key information that is used for shortlisting. Before completing this section refer to the Job Description and Person Specification for the role.

Application Guidance

Focus on how your skills, knowledge and experience meet each role requirement, detailed in the person specification giving specific examples. In completing this section you may refer to both paid and voluntary work and your experience within any school or any relevant experience outside work.

Referees

Provide the names, addresses and email addresses of two people who are willing and able to provide references in support of your application. One of these must be your current (or most recent) employer.

If you are an NQT We suggest you ask the Headteacher of your most recent placement and your university or college tutor, as they will be able to comment upon your teaching skills.

If you are not currently working with children but have done so in the past, the second referee should be the employer by whom you were most recently employed in work with children. Please note that family members, friends and relatives are not acceptable referees.

Referees will be asked about past disciplinary actions or allegations excluding those that were deemed to be unfounded, unsubstantiated or malicious when assessing your application.

If you are subsequently made a conditional offer of employment, further information may be sought about health and absences.

Eligibility to Work in the UK

If you are selected to attend for an interview you will be asked to provide documentary evidence of your right to work in the UK.

Declarations

If you are appointed, you will be required to complete a Disclosure and Barring Service (DBS) application. The DBS will provide a report to you confirming whether you have any history of criminal convictions, including cautions and bind-overs.

All posts in schools are exempt from the Rehabilitation of Offenders Act 1974; this means you must declare all convictions, including those that would normally be regarded as 'spent'. The existence of a criminal background does not automatically mean that you cannot be appointed but it may do so.

We need to know if you have a close relationship with and/or are related to any employee, governor or anyone else connected to the school, in order to ensure a fair selection process.

If you have a disability please provide details of any adjustments that you will require if shortlisted for an interview. Any details you provide regarding a disability will be dealt with sensitively and will only be disclosed to staff involved in the selection process when it is considered appropriate and necessary.

Application Guidance

Submitting Your Application Form

Before submitting your application form ensure that you take time to read it through to check for any errors or omissions. You may find it useful to keep a copy of your submitted application form to refer to if you are short listed for the post you are applying for. Your completed application must be submitted before the specified closing date.

Next Steps

All applications will be acknowledged. You will be notified within two weeks whether you have been shortlisted to attend an interview. It is the policy of the Trust that feedback is not provided to candidates at the shortlisting stage

Safeguarding

It is an offence to apply for the role if the applicant is barred from engaging in regulated activity relevant to children.

Maritime Academy Trust is committed to recruiting with care and safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment.

Job Description

Main purpose of the job:

To work under the instruction / guidance of teaching / senior staff to undertake work / care / support programmes, to enable access to learning for pupils including those with special needs, to assist the teacher in the management of pupils and the classroom. Work may be carried out in the ASD resource provision or the classroom.

To help supervise the lunch club and support pupils with eating and to engage in play activities with them alongside other adults.

Major Duties and Responsibilities:

1. Assist the teachers in ensuring all pupils' continuing educational development through establishing constructive relationships and contributing to Individual Education/Behaviour Plans.
2. Assist teachers in fostering attractive learning environments to ensure that pupils spend their school life in appropriately stimulating surroundings.
3. Prepare, maintain and use equipment/resources required to meet lesson plans/relevant learning activity and assist pupils in use.
4. To ensure accurate records and observations are kept so that pupils receive the maximum benefit from their education.
5. Administer routine assessments and undertake routine marking of pupil's work.
6. Work under the direction of the SENCo and/or the lead ASD teacher to support pupils, both individually and as part of larger groups; and to support in and run specific intervention groups.

Job Description

Job Activities:

Supervise and provide particular support for pupils, including those with special needs, ensuring their safety and encourage pupils to interact with others and to engage in activities led by the teacher. Supervise and assist with any eating/toileting/medical needs as required.

Set challenging and demanding expectations and promote self-esteem and independence, providing feedback to pupils in relation to progress and achievement under guidance of the teacher.

Establish constructive relationships with pupils, and interact with them according to individual needs, promoting the inclusion/acceptance of all pupils.

Create and maintain a purposeful, orderly and supportive environment, in accordance with lesson plans and assist with the display of pupils' work where required.

Assist with the planning of learning activities, monitoring pupils' responses to these, accurately record achievement/progress as directed.

Use strategies, in liaison with the teacher, to support pupils to achieve learning goals.

Provide detailed and regular feedback to teachers on pupil's achievement, progress, problems etc.

Promote good pupil behaviour, dealing promptly with conflict and incidents in line with established policy and encourage pupils to take responsibility for their own behaviour

Establish constructive relationships with parent/carers.

Provide clerical and administration support for teacher, including administering assessments and observations.

Undertake structured and agreed learning activities/teaching programmes, adjusting activities according to pupil responses.

Undertake programmes linked to local and national learning strategies recording achievement and progress and feeding back to the teacher.

Support the use of ICT in learning activities and develop pupils' competence and independence in its use.

Work within predetermined guidance, policies, procedures and teachers guidance.

Assist with the supervision of pupils out of lesson times, including before and after school and during lunch times. Accompany teaching staff and pupils on visits, trips and out of school activities as required and take responsibility for a group under the supervision of the teacher.

Attend weekly meetings and discussions, which contribute to the overall ethos/work/aims of the school.

Awareness of the school's educational and behavioural policies for developing pupils.

Be aware of and support differences and ensure all pupils have equal access to opportunities to learn and develop.

Person Specification

Person Specification

	Essential	Desirable
Qualifications	• Good numeracy/literacy skills.	• DfES Teacher Assistant <u>Induction Programme</u>. • NVQ 2 for Teaching Assistants <u>or equivalent</u> qualifications or experience. • Training in the relevant <u>learning strategies</u>, e.g. literacy. • First Aid Training as appropriate.
Experience	• Working with or caring for <u>children of</u> relevant age. • Experience using alternative methods of communication e.g. PECS • Working with children with a range of SEND, in particular ASD	• Positive handling training e.g. Team Teach
Knowledge and Skills	• Effective use of ICT to <u>support learning</u>. • Basic understanding of <u>child development</u> and learning. • Ability to <u>self evaluate learning needs</u> and actively seek learning activities. • Ability to relate well to children <u>and adults</u>. • Work constructively as part of a <u>team</u>.	• Understanding of <u>relevant policies/code</u> of practice and awareness of relevant legislation. • General understanding of national/foundation stage curriculum and other basic learning programmes/strategies. • Use of other <u>equipment technology</u> – video, photocopier.



Contact Us



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Maritime Academy Trust



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