



WE ARE ASTREA

JOB TITLE
APPLICANT BRIEF

HARTLEY BROOK PRIMARY ACADEMY
Part of
ASTREA ACADEMY TRUST





Open Letter from the Acting Principal, Claire Costello

Hello and thank you for expressing your interest at Hartley Brook.

Hartley Brook is an academy where we aim for high achievement but with a happy, relaxed alertness. Within our young people and staff. Everything we do is aimed to get the absolute best for everybody and nothing stops us aiming for this high ambition. Consequently, our young people develop self-belief and commitment to learning that sets them well for the future.

This is supported by a staff team that truly believes that all of our young people can be the best that they can. The progress our pupils make in tests and examinations is high but more than this they achieve in sport, art, music, drama and the subjects in the wider curriculum. This is because we offer a rich and engaging curriculum that meets the needs of all and because of this we are a Centre of Excellence for inclusion and regularly win competitions in a wide variety of sports and activities.

Hartley Brook young people are fantastic and are the best advertisement for our Academy, which is proud to be a part of the ASTREA Multi Academy trust. Please look at our website and especially the videos, which show what our young people think about being a pupil at this exciting and vibrant school.

If you think that what is written sounds like a proud dad talking about his children, then you are right because that is how I feel. We have staff whose children come to the academy and I would have been delighted if my children, or Grandchildren came here. I know they would receive a fantastic education.

So thank you for taking the time to find out all about us, if you have further questions or would like to visit please do contact.

Hartley Brook is an example of happiness, delight and hard work of young people.

Best wishes

Claire Costello
Acting Principal at Hartley Brook Academy



JOB DESCRIPTION

SALARY	£18,333 pro rata (Grade 1)
CONTRACT TYPE	Permanent
WORKING PATTERN	Monday to Friday (Term time only)
HOURS PER WEEK	11.5 hours

Purpose

- Establishing positive relationships with pupils
- Provide a caring, secure environment, through individual attention and group activities
- Organise an appropriate range of leisure activities for children
- Promote the safeguarding and welfare of the children

Key Accountabilities

- Supervision of pupils on school premises
- Maintenance of good order, welfare and discipline
- Encouraging positive situations with children

Key Responsibilities

- Promote positive pupil behaviour in line with school policies
- Interact with, and support pupils, according to individual needs and skills
- Lead or supervise safe, creative and appropriate play opportunities for a range of age groups
- Maintain safe and fair use of school equipment and ensure children take care of equipment
- Manage the planning of a wide range of creative and enjoyable activities, in conjunction with team members, and consultation with the children
- To fully support inclusive practice, and ensure that all children can be involved in the activities offered if they wish
- Attend to first aid needs and record accordingly as stated by the school policy
- Follow the behaviour policy to ensure safe and harmonious play and liaise with other staff members or parents as appropriate
- Supervise children in the canteen; promote dining independence including the clearing of trays and clean tables and floor areas to ensure a positive dining environment



PERSONAL SPECIFICATION

Experience

- Experience of working with children.
- Experience of working with children of different ages (desirable)

Qualifications

- A first aid qualification (desirable)
- Relevant safeguarding qualifications (desirable)
- Any other relevant training/qualifications (desirable)

Behaviours

- Good general standard of education.
- Understanding of and commitment to following all safeguarding procedures of the school.
- Ability to communicate in an appropriate manner with children/adults.
- Commitment to enhancing pupils' lunchtime experiences by encouraging play and social skills.
- Ability to deal with challenging behaviour.
- Ability to act upon own initiative.
- Ability to cooperate and work positively with other colleagues as part of a team.
- Willingness to learn and attend training as required.
- Willingness to play a part in the school community.
- Demonstrate a commitment to Equal Opportunities
- To comply with all School policies adopted by the Governing Body for example, Health and Safety, Equal Opportunities and data protection.

This is not exhaustive.

Astrea Academy Trust is committed to safeguarding and promoting the welfare of children and young people. We expect all staff and volunteers to share this commitment. Posts are subject to enhanced DBS checks. For further details on the recruitment process, please review our Recruitment Pack. This can be found attached to each vacancy or requested by emailing recruitment@astreaacademytrust.org