



# Featherby Infant & Junior Schools

Candidate Information Pack



Maritime  
Academy  
Trust



# Table of Contents

- 3 Letter from the Headteacher
- 4 Welcome to Featherby
- 5 Featherby Photo Gallery
- 6 What the children say about Featherby
- 8 Maritime Academy Trust
- 9 Maritime Benefits Offer
- 10 Application Guidance
- 13 Job Description
- 16 Person Specification
- 18 Contact Details





Dear Applicant

Firstly, I would like to thank you for the interest you have shown in working at Featherby Schools.

Featherby is in fact two schools, Featherby Infant & Nursery School and Featherby Junior School, in effect working as if it were a primary school, with shared staff and a shared focus. We are a values-led school serving a supportive community with a mixed demographic of children ranging from 3 to 11 years old. We are based in between Gillingham and Rainham train stations, but served by a good network of local buses as well as reliable main roads.

We have been working in partnership with Maritime Academy Trust since 2017 and the dedication and drive of the staff, as well as the children and families, has resulted in Featherby being a success story since working with the trust, whose aim is to “empower schools with the means to drive greater and more enjoyable outcomes for children”.

Featherby is lucky to have a friendly, warm and welcoming team of staff who all know they are an intrinsic part in making positive changes and driving aspirations for the children in their care. Our Senior Leadership Team is a small, dynamic, supportive and dedicated group comprising Dave Marsh, our Exec Headteacher, myself as Headteacher and David Brenton and Liz Kramer who are both Assistant Headteachers.

Our mission statement of “working together to inspire minds through inclusive and creative practice - aspirations are high for all” is something we live, day to day and we look to develop our ourselves as staff to be the very best that we can be. As we look to potential candidates to join Featherby, we are hoping to attract like-minded candidates who aim high to be part of this exciting journey with us.

I hope that you find this candidate pack useful and I would strongly encourage you to look at our website as well as follow us on Twitter, where you can see our learning in action. If you would like further information about the school or would like to arrange a tour prior to submitting your application, then we would be delighted to hear from you. Please contact our admin manager on: [admin@fpsmat.org](mailto:admin@fpsmat.org) or on 01634 231984 option 6 and we'll be glad to hear from you.

I hope to receive your application soon and I thank you for your interest in our school.

Amy Massey  
Headteacher

# Welcome to Featherby

Featherby is a partnership of two values-led community schools where everyone loves learning and being the best we can be.

We achieve the highest standards by continuously broadening our skill sets - we nurture skills for learning alongside skills for life, encouraging the children to become independent learners of the future.

We believe in encouraging independence with the ability to work collaboratively embracing known pedagogy whilst developing new models for learning. Using the latest technologies.

## Featherby Values

Respected  
**Vision & Values**

**Unity**  
**Aspiration**  
**Resilience**  
**Responsibility**  
**Trust**  
**Respect**



# Featherby Photo Gallery



# What the children say about Featherby

"I'm happy at Featherby because everybody treats everyone with the same amount of respect and kindness."

"I highly recommend coming to Featherby. It's a very wholesome school to attend and you'll have a warm welcome. It's also quite simple to make friends here."

"I enjoy handwriting at Featherby because it helps me to improve my handwriting skills."

"Teachers are fun and are there if you needed help."



# What the children say about Featherby

"I like English because I get to read books, write myths and stories and Maths because I like numbers and times tables. I like Featherby because there are lovely teachers that help everybody and caring friends that are fun and a good friends to have."



"I enjoy learning about art because you get to learn about all the different types of art and you get to try different ways to draw. At Featherby, all the students are helpful and respectful. You will get a warm welcome."



"I enjoy the Maths at Featherby especially the times tables and problem solving. I also like the topics each term as it makes the learning fun and exciting! At Featherby, everyone is friendly and supportive and you can trust an adult if you feel scared or you need help."



# 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

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.

National Terms & Conditions



Well-Being Initiatives and Social Activities



Family Friendly Policies



Staff Development & CPD



Retail and Holiday Discounts in Maritime Hub



Interest free Travel to Work Loans



Teachers and LGPS Pension Schemes



Annual Flu Vaccinations



Discounted Gym Membership



Trade Union Recognition



Cycle to Work Scheme



Employee Assistance Programme



# 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



<b>Job Title</b>	Teaching Assistant
<b>School</b>	Featherby Infant & Junior Schools
<b>Reports</b>	None

Designation of the Post to which the Post-Holder normally reports to: Headteacher

## **Purpose of Job:**

### **Key Role:**

1. To work under the guidance of teaching/senior staff and within an agreed system of supervision, to implement agreed work programmes or enable access to learning with individuals/groups, in or out of the classroom. This could include those requiring detailed and specialist knowledge in particular areas and will involve assisting the teacher in the whole planning cycle and the management/preparation of resources.
2. To lead and maintain positive and enjoyable break times for pupils including organising and participating in physical games and activities.
3. To contribute to the whole school ethos, environment and organisation both practically and as a positive role model for pupils and colleagues.
4. Staff may also supervise whole classes (with a colleague if requested) during the short term absence of teachers (e.g. 1 session) and to provide cover for PPA time. The primary focus will be to maintain good order and to keep pupils on task. In providing cover supervision Teaching Assistants will need to respond to questions and generally assist pupils to undertake set activities.

## **Specific Duties and Responsibilities**

### **1. Support for Pupils**

- To support pupils' development and promote independence in a safe, secure, challenging environment employing strategies to recognise and reward achievement of self-reliance
- To support the learning of individuals and groups of pupils as identified in the weekly curriculum planning and to act as a role model, setting high expectations
- To focus on individual pupils to ensure their needs are being met within the group
- To work with other staff to develop and implement the ILPs for pupils

# Job Description

- To encourage pupils to interact and work co-operatively with others
- To observe, record and support the development and progress of pupils to identify individual needs and difficulties and to feed back to pupils in relation to their progress and achievement
- To promote the inclusion and acceptance of all pupils within the classroom
- To meet the physical/medical needs of the pupil according to a pupil's individual care plan whilst encouraging independence wherever possible. Medical needs include the administration of medicines by mouth or other medical procedures provided appropriate training has been given by an appropriate person.
- To participate in pupils' play and extend and stimulate language through conversation

## 2. Support for Teachers

- To plan with teachers the daily/weekly programme of lessons, activities and events in order to support pupils and adjust lessons/work plans as appropriate
- Occasional supervision of the class in the course of short term absences of teachers and to provide cover for PPA time, focusing on maintaining good order and to keep pupils on task under the guidance of teaching staff and within an agreed system of supervision
- To liaise with other professionals to ensure an appropriate learning environment
- To set out, prepare, use and tidy equipment
- To promote home school partnerships
- To listen, support and discuss issues sensitively with parents and carers under the teacher's supervision and to participate in feedback sessions/meetings with parents
- To monitor and evaluate pupil's responses to learning activities through observation and planned recording of achievement against pre-determined learning objectives
- To provide objective and accurate feedback and reports as required to the teacher on pupil achievement progress and other matters ensuring the availability of appropriate evidence
- To be responsible for keeping and updating records as agreed with the teacher, contributing to reviews of systems/records as required in class to undertake marking of pupils work as agreed with the teacher and accurately record achievement/progress
- To administer and assess routine tests and assist in the invigilation of exams/tests as agreed with the teacher
- To provide general clerical support, e.g. administer coursework, produce worksheets for agreed activities, photocopying, filing, receiving and passing money to the school office etc
- To work with an established discipline policy to anticipate and manage behaviour constructively, promoting self-control and independence.

## 3. Support for the Curriculum

- To prepare, plan and manage specific activities/teaching programmes, adjusting activities according to pupils' responses/needs

# Job Description

- To set out and prepare equipment indoors and outdoors
- To implement local and national learning strategies, e.g. literacy, numeracy,, early years and make effective use of opportunities provided by other learning activities to support the development of relevant skills
- To support the use of ICT in learning activities and develop pupils' competence and independence in its use
- To help pupils access learning activities through specialist support
- To determine the need for, prepare and maintain general and specialist equipment and resources

## 4. Support for the School

- To promote the policies and ethos of the school, e.g. personal and social and to promote positive values, attitudes and good pupil behaviour, dealing promptly with conflict and incidents in line with established policy and encouraging pupils to take responsibility for their own behaviour
- To display pupils work to reflect their achievement
- To supervise pupils on outings and visits as required
- To supervise pupils at lunchtimes
- To attend staff meetings as required
- To be aware of and comply with policies and procedures relating to child protection, health, safety and security and to refer all concerns to the Headteacher, receiving training where necessary from the school
- To treat all information relating to a pupil as strictly confidential, and to be aware of and comply with school policy and practice, receiving training where necessary from the school
- To support and encourage students on childcare courses, work experience, teaching practice, etc.
- To be a proactive member of the school and class team
- To participate positively and professionally in effective relationships with team members
- To establish constructive relationships and communicate with other agencies/professionals in liaison with the teacher, to support achievement and progress of pupils
- To provide appropriate guidance and supervision and assist in the training and development of staff as appropriate
- To undertake planned supervision of pupils' out of school hours learning activities
- To attend relevant courses and learning activities in order to update knowledge as required
- To take opportunities to develop own areas of interest and expertise and to use these to advise and support others or to organise specific projects

## GENERAL

The Teaching Assistant may be called upon to perform other duties that the Headteacher considers reasonable, that are commensurate with the grading and designation of the post.

# Person Specification

<b>Job Title</b>	Teaching Assistant
<b>Grade</b>	D1
<b>School</b>	Featherby Infant & Junior School

**Method of Assessment:** AF= Application Form, T = Test, P = Presentation, I = Interview

**Shortlisting Criteria:** Essential criteria assessed via application form should be used to shortlist.

Criteria	Method of Assessment	Essential/ Desirable
<b>Experience &amp; Education</b>		
Previous experience of working with children in an educational setting	AF/I	E
Experience of working with pupils with SEND	AF/I	E
NVQ Level 2 / 3 or willing to work towards the qualification	AF/I	E
<b>Skills and Abilities</b>		
<ul style="list-style-type: none"> <li>• Knowledge of the National Curriculum and EYFS profile</li> </ul>	AF/I	E
<ul style="list-style-type: none"> <li>• Experience of working with individuals and small group work</li> </ul>	AF/I	E
<ul style="list-style-type: none"> <li>• A range of behaviour management techniques</li> </ul>	AF/I	E
<ul style="list-style-type: none"> <li>• Experience of supporting pupils with Special Educational Needs /Individual Educational Plans</li> </ul>	AF/I	E
<ul style="list-style-type: none"> <li>• Ability to contribute to planning and high quality displays.</li> </ul>	AF/I	E

# Person Specification

<ul style="list-style-type: none"> <li>• Enthusiastic</li> <li>• Trustworthy</li> <li>• Reliable</li> <li>• Show initiative</li> <li>• Willing to train</li> <li>• Willing to participate out of hours</li> </ul>	AF/I	E
<b>General</b>		
<ul style="list-style-type: none"> <li>• Commitment to the highest standards of child protection and safeguarding.</li> </ul>	AF/I	E
<ul style="list-style-type: none"> <li>• Understanding of and commitment to the Trust's/School's equal opportunities policies and ability to put into practice in the context of this post.</li> </ul>	AF/I	E
<ul style="list-style-type: none"> <li>• Understanding of and commitment to the Trust's/School's obligations in respect of the General Data Protection Regulations (GDPR) 2018.</li> </ul>	AF/I	D



## Contact Us



[@featherbyinfjnr](https://twitter.com/featherbyinfjnr)



[@Featherby-Schools](https://www.facebook.com/Featherby-Schools)



Infants: Allington Road, Gillingham, Kent, ME8 6PD  
Juniors: Chilham Road, Gillingham, Kent, ME8 6BT



[admin@fpsmat.org](mailto:admin@fpsmat.org)



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## Maritime Academy Trust



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