

Timbercroft Primary School

Candidate Information Pack

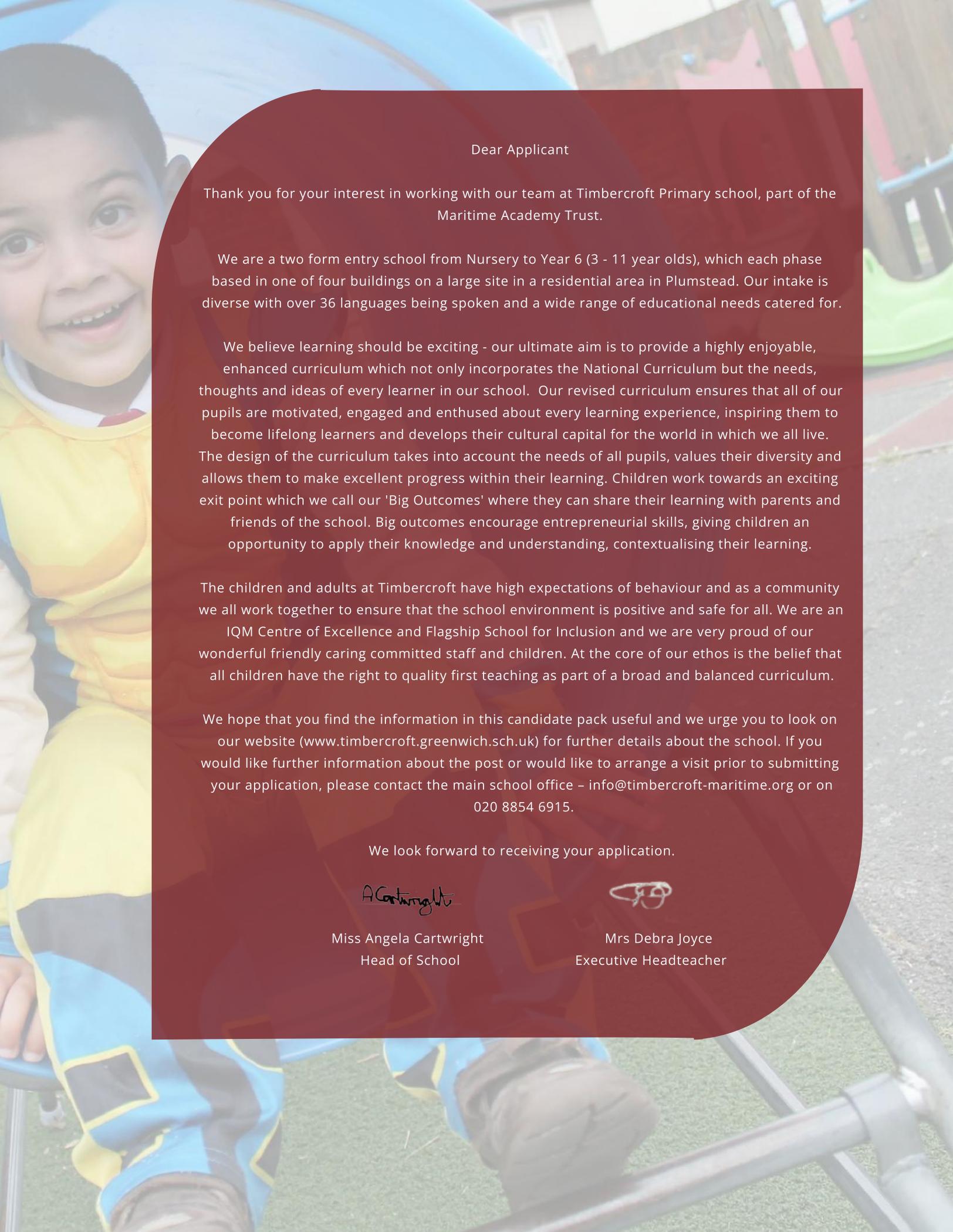


Maritime
Academy
Trust

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Dear Applicant

Thank you for your interest in working with our team at Timbercroft Primary school, part of the Maritime Academy Trust.

We are a two form entry school from Nursery to Year 6 (3 - 11 year olds), which each phase based in one of four buildings on a large site in a residential area in Plumstead. Our intake is diverse with over 36 languages being spoken and a wide range of educational needs catered for.

We believe learning should be exciting - our ultimate aim is to provide a highly enjoyable, enhanced curriculum which not only incorporates the National Curriculum but the needs, thoughts and ideas of every learner in our school. Our revised curriculum ensures that all of our pupils are motivated, engaged and enthused about every learning experience, inspiring them to become lifelong learners and develops their cultural capital for the world in which we all live. The design of the curriculum takes into account the needs of all pupils, values their diversity and allows them to make excellent progress within their learning. Children work towards an exciting exit point which we call our 'Big Outcomes' where they can share their learning with parents and friends of the school. Big outcomes encourage entrepreneurial skills, giving children an opportunity to apply their knowledge and understanding, contextualising their learning.

The children and adults at Timbercroft have high expectations of behaviour and as a community we all work together to ensure that the school environment is positive and safe for all. We are an IQM Centre of Excellence and Flagship School for Inclusion and we are very proud of our wonderful friendly caring committed staff and children. At the core of our ethos is the belief that all children have the right to quality first teaching as part of a broad and balanced curriculum.

We hope that you find the information in this candidate pack useful and we urge you to look on our website (www.timbercroft.greenwich.sch.uk) for further details about the school. If you would like further information about the post or would like to arrange a visit prior to submitting your application, please contact the main school office - info@timbercroft-maritime.org or on 020 8854 6915.

We look forward to receiving your application.



Miss Angela Cartwright
Head of School



Mrs Debra Joyce
Executive Headteacher

Welcome to Timbercroft

Rated 'Good' by Ofsted, Timbercroft, part of the Maritime Academy Trust, is a Flagship School for Inclusion and is known for its warm welcoming happy staff, a curriculum that celebrates diversity, sensory rooms and garden, WOW days to start learning (irresistible learning with a wow factor) and BIG outcomes to showcase outcomes of learning.

Timbercroft Vision and Values

OUR VISION & VALUES

" A safe and inclusive environment where everyone is motivated to learn creatively, ensuring success for all. **"**

Teamwork between children, staff, parents and governors.

Inclusive Centre of Excellence where all children's needs are met.

Motivating children to learn.

Believing everyone can succeed.

Enjoying aspects of school life.

Recognising individual achievements.

Collaborating to support all learners.

Respect for all.

Opportunities to aspire and achieve.

Family atmosphere where everyone is valued.

Together the staff and children conquer challenges to allow for our future success.

Timbercroft Photo Gallery



What the Parents say about Timbercroft Primary School

“ Once your child becomes part of Timbercroft they become part of a family. Every child matters, every need is met and as a team no problem is left unsolved. Timbercroft is a happy and safe place to be. ”

“ My son goes to this school. It is a wonderful little school where the ethos is about the children. Very community spirited. Certainly recommend it for your little ones. ”

“ I like Timbercroft school for my sons because the school has a great support system when it comes to extra support for children who need more help with their learning. I have had great help from teachers and the SENCO for speech and language and my sons are happy being at Timbercroft. It shows that Timbercroft staff have helped because of their progression and how their learning has improved each and every time. Good job Timbercroft School! ”



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

Job Description

Job Title	Teaching Assistant
Grade	Greenwich Scale 2
School	Timbercroft
Reports	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

Job Description

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
- 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

Job Description

- 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
- 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

Job Description

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- 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

Person Specification

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

Job Title	Teaching Assistant
Grade	Greenwich Scale 2
School	Timbercroft 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
Experience & Education		
Previous experience of working with children in an educational setting	AF/I	E
Experience of working with pupils with SEND	AF/I	D
NVQ Level 2 / 3 or willing to work towards the qualification	AF/I	E
Skills and Abilities		
<ul style="list-style-type: none"> Knowledge of the National Curriculum and EYFS profile 	AF/I	E
<ul style="list-style-type: none"> Experience of working with individuals and small group work 	AF/I	E
<ul style="list-style-type: none"> A range of behaviour management techniques 		

Person Specification

<ul style="list-style-type: none"> • Experience of supporting pupils with Special Educational Needs /Individual Educational Plans • Ability to contribute to planning and <u>high quality</u> displays. • Enthusiastic Trustworthy Reliable Show initiative Willing to train Willing to participate out of hours 	<p>AF/I</p> <p>AF/I</p> <p>AF/I</p>	<p>D</p> <p>E</p> <p>E</p>
<p>General</p>		
<ul style="list-style-type: none"> • Commitment to the highest standards of child protection and safeguarding. • 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. • Understanding of and commitment to the Trust's/School's obligations in respect of the General Data Protection Regulations (GDPR) 2018. 	<p>AF/I</p> <p>AF/I</p> <p>AF/I</p>	<p>E</p> <p>E</p> <p>D</p>



Contact Us



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Maritime Academy Trust



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