



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.hooklanprimary.co.uk](http://www.hooklanprimary.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](mailto: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.

## Your Maritime 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.

National Terms & Conditions



Mental Health First Aiders



Enhanced maternity & paternity benefits



CPD & Progression opportunities



Early salary access & financial advice



Interest free Travel Work Loans



Access to face to face counselling sessions



Annual Flu Vaccinations



Eyecare Vouchers



Local Government & Teachers Pensions Schemes



Cycle to Work Scheme



Comprehensive 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 ECT 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 an Enhanced 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

You will be notified as to 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

## Online checks

In line with KCSIE 2023 guidance, as part of the shortlisting process, the Trust reserves the right to conduct an online search on shortlisted candidates as part of our due diligence and to share any pertinent information found concerning a candidate's suitability to work with children with Hiring Managers to be discussed at interview stage.

## Safeguarding

It is an offence to apply for the role if the applicant is barred from engaging in regulated activity relevant to children. **Please see our policy statement on employment of ex-offenders**

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.

All posts are subject to a satisfactory enhanced DBS check.

**A copy of the Maritime Child protection and safeguarding policy can be found here**

If you are shortlisted you will be asked to complete a Criminal History declaration form.

## Privacy

**A copy of our privacy statement for applicants can be found here.**

## Diversity

Maritime Academy Trust embraces diversity and equal opportunity in a serious way. We are committed to building a team that represents a variety of backgrounds, perspectives and skills. The more inclusive we are, the better our work will be.

# Job Description

+	Job Title:	Teaching Assistant
	Grade:	Scale 5 (12-15)
	School/Team:	Hook Lane Primary School
	Reporting To:	
+	Direct Reports:	None

## Purpose of Job:

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.

To lead and maintain positive and enjoyable break times for pupils including organising and participating in physical games and activities.

To contribute to the whole school ethos, environment and organisation both practically and as a positive role model for pupils and colleagues.

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 Responsibilities:

### 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

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 cooperatively with others

To observe, record and support the development and progress of pupils to identify individual needs and difficulties and to feedback 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

## 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

# Job Description

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.

## 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

|

# Job Description

## 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

# Job Description

## General

To undertake any other work appropriate to the level and general nature of the post's duties.

To undertake all duties with due regard to the provisions of health and safety regulations and legislation, the Trust's Equal Opportunities, Data Protection and statutory obligations in respect of safeguarding children.

# Person Specification

Job Title:	Teaching Assistant
Grade:	Scale 5 (12 - 15)
Academy/Team:	

**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>Knowledge &amp; Experience</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>		
Knowledge of the National Curriculum and EYFS profile	AF/I	E
Experience of working with individuals and small group work	AF/I	E
A range of behaviour management techniques	AF/I	E
Experience of supporting pupils with Special Educational Needs /Individual Educational Plans	AF/I	E
Ability to contribute to planning and <u>high quality</u> displays.	AF/I	E

# Person Specification

<b>General</b>		
Commitment to the highest standards of child protection and safeguarding.	AF/I	E
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.	AF/I	E
Understanding of and commitment to the Trust's obligations in respect of the General Data Protection Regulations (GDPR) 2018.	AF/I	E





## Contact Us



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



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0208 303 3839



Please use the link below  
to apply



<https://mynewterm.com/jobs/147240/EDV-2024-HLPS-67676>



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