



Maritime
Academy
Trust

Add a subtitle

Recruitment Pack

Community Ambassador - Hook Lane Primary
School

Introduction

Maritime has been an adventure from day one. We are proud of how far we have come, but more than that, we are excited about where we are going.

We are passionate about breaking barriers for children and helping them realise they are capable of incredible things. We expect the same of ourselves -- thinking outside the box and achieving creativity through problem-solving. We are relentlessly focused on building a brilliant organisation to help build a solid start in life for every single one of our pupils.

This is an excellent time to join us at Maritime as we are at a key juncture in our journey. We are using a recent period of growth as an opportunity to reinvigorate our vision and goals for the future, a process currently underway. We know from this crazy Covid period we have to think differently. We need to reimagine what education can look like for our children and families and we need the determination and drive to get us there.



Tiffany Beck, Chair of Trustees



Nick Osborne, Chief Executive Officer

Background

Maritime Academy Trust began as a partnership of three schools in Greenwich. The impact of our partnership work was striking – our schools transformed through targeted collaboration, innovative ideas and an entrepreneurial curriculum, firmly embedded in knowledge, that builds leadership and life skills into children. To secure this collaboration for the future, we created Maritime in 2016. Since then, our Trust has grown in strength, capacity and expertise.

We now serve 4000 pupils and 700 staff in thirteen schools across Greenwich, Bexley, Kent and Medway. We support the development of our schools in all aspects of education, finance, HR, IT, estates, operations and governance.

Our role as a Trust is to ensure meaningful collaboration drives improvement, innovation and efficiencies across the schools, enabling headteachers to focus on teaching and learning so every pupil can thrive.



Maritime Mindset

We created Maritime around an idea - that education should be meaningful, that children should love learning, and that everyone who works with us should feel they make an impact. We believe in preparing children for a future we can't even imagine yet - through the life skills in a knowledge-rich, entrepreneurial curriculum: critical thinking, collaboration, creativity, character, citizenship, and communication. This is how they'll be able to adapt in an ever-changing world. Children celebrate their learning through their Big Outcomes.

We work together across our Trust through our Maritime Behaviours which frame our approach to every day, every opportunity and every challenge: collaboration, adaptability, supportiveness & trust, humour & positivity, humility & honesty, and creativity & innovation.

Each of our schools is different, but they do share three main things:

- A belief in a curriculum that is engaging for children and challenges them to develop skills as well as knowledge.
- An expectation of outstanding behaviour in school so children feel safe and are in an environment which helps them learn to the best of their ability.
- A strong belief in collaboration, looking to learn from each other and also willing to support others when they are in need.



Our Academies

Our academies are located across London and the South East.



Barnsole Primary School



Bligh Infant & Junior School



Brooklands Primary School



Danecourt School



Ebbsfleet Green Primary School



Featherby Infant & Junior School



Greenacres Primary School



Hook Lane Primary School



Millennium Primary School



Nightingale Primary School



Timbercroft Primary School

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. 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

Add short 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

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 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 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

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

All posts in schools are exempt from the Rehabilitation of Offenders Act 1974; this means you must declare all convictions,

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

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 a job if you are banned from working with children. Please see our policy statement on the recruitment of ex-offenders

Maritime Trust and its schools are 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 DBS check. A copy of our policy on the recruitment of ex-offenders can be [found here](#)

A copy of the Maritime safeguarding policy is [available here](#)

Shortlisted applicants will be asked to complete a criminal history declaration before interview. [Privacy](#)

A copy of our privacy statement for job applicants can be found [here](#)

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:	Community Ambassador
Grade:	E2 point 2 - 3 £3,548 - £3,612.68
School/Team:	Hook Lane Primary School
Reporting To:	Community Engagement Trust Lead/ Head Teacher
Direct Reports:	

Purpose of Job:

To create meaningful partnerships between our community, school, parents and children to allow every child to thrive.

Specific Responsibilities:

Parent/ school Partnerships

- To support the induction of new children and their families, to help parents understand their role in their child's education and the expectations of the school.
- To actively and non-judgmentally listen to parents and signpost relevant advice, information and guidance from within the school or out in the local community.
- Run a strong programme of events to bring children, parents, the school and the community together to support the families of our school. This will reflect the interests and needs of families.
- Attend parent events such as parents' evenings
- Support with community partnership day trips

Community/ school Partnerships

- Create and keep updated a clear overview of the support services available in the community to signpost families to
- Build strong relationships with local community organisations and find meaningful ways for the school and the community organisations to work together (e.g. regular visit to a local care home facilitated or bringing in NHS services into the school). Build mutually beneficial links with local businesses and organisations.

Person specification

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
Knowledge & Experience		
Previous experience of volunteering in the community	I	D
Basic ICT skills	AF	E
A parent/carer of a child in the school	AF	D
Skills and Abilities		
Good written and verbal English	P	E
Good interpersonal skills, excellent communication, listening and observation skills	AF	E
Ability to convey information clearly	AF	E
To be able to establish and maintain positive working relationships with a wide range of people both inside and outside the school environment and the wider community.	I	E
To be able to work effectively alone and within a wider team to play a motivating role	I	E
General		
An interest of working in an educational environment 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

Community Ambassador



Meet our Community Engagement Lead...

My name is Katie-Louise Lawrence and I am the Community Engagement Lead for Maritime Academy Trust. Two years ago, I joined Maritime in the role of Community Engagement Officer, initially as a pilot project. The role was working with three priority schools within the trust to begin to incorporate community engagement into school life. The role has thrived; it is now a permanent role and I am working collaboratively with more schools across the Trust to build relationships and create partnerships focusing on breaking the correlation between family background and educational outcome. I am passionate about working with communities and am looking forward to working with new community ambassadors.

Why is community engagement important?

We can ensure that all families feel like they belong to their school community and feel supported to work with the school to ensure that both parties provide the very best for every child. We actively remove the sense of 'them and us' that can sometimes exist between home and school and can help break down barriers for parents who might feel that school can be a little intimidating. We take time to listen to the real problems that parents face, at home and in the community, so that we can work together to begin to overcome them.

What is community engagement?

Community engagement is a way of working together to create and sustain working relationships to positively impact and influence communities.

One way to do this is through signposting and support - an example of this may be to invite a guest speaker into a coffee morning and support your parents, and the community.

What does community engagement look like at Hook Lane?



Riverdale Care Home - An opportunity for year 5 students to learn and socialise alongside dementia patients at a care home. Developing core social and emotional skills.

Salvation Army harvest festival donations - Partnership with local charity to provide harvest festival to the Welling community

Bexley Grammar - An opportunity for year 5 to experience a day at Grammar school, in particular subjects tasters/short workshops of subjects/equipment students may not have experienced at primary school but may encounter at secondary - practical science, MFL and mentoring from year 8, what secondary school life is like.

Welling High partnership - To enhance Hook Lane's presence in the community through a partnership with local secondary schools.

Bexley Adult Education - Partnership to provide parents with skills to assist in getting back into employment and support parenting skills, such as building confidence and navigating an autism diagnosis

Introduction of whole school coffee morning - Introduction for half termly coffee morning for whole school, an opportunity for parents to socialise and find out more about services in their community



**How to
Apply:**

Please apply online via My New Term- see link below:
<https://mynewterm.com/jobs/147240/EDV-2024-HLPS-97546>

**Further
Information:**

Please visit the [Maritime Academy Trust website](#)

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Our safeguarding policy can be found on our website :
https://www.maritimeacademytrust.org/docs/policies/Maritime_Child_Protection_and_Safeguarding_Policy_2021-2022.pdf



Contact Us



[@MaritimeMAT](#)



[@MaritimeAcademyTrust](#)



https://mynewterm.com/sch_profile_trust



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