

# Brooklands Primary School

## Candidate Information Pack



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Dear Applicant,

Thank you for your interest in working with our team at Brooklands Primary school, part of the Maritime Academy Trust. Brooklands Primary School is situated in Blackheath, Greenwich. We boast the most wonderful grounds which the children get to enjoy on a daily basis.

Brooklands is at the centre of our local community, working to improve, aim high and offer the best experiences to all. Our thriving community is one of support, kindness and happiness. We believe every member of our school and local community are important and these stakeholders all have the children at the heart.

We believe that when learners are curious they ask questions about the world around them and learning becomes a part of their whole life; beyond the walls of the classroom and the school gate. Curiosity builds a love of learning and a drive to discover answers for themselves.

We believe that when children are confident they maintain a voice, they articulately and respectfully speak out; ensuring their opinions are heard and they are thereby increasingly instrumental in their own learning.

We believe that when pupils are involved, they ask questions about what they are learning and why they are learning. Pupils mix and work alongside a wide range of people and they see their roles and responsibilities in the bigger picture of their local community as well as their world!

We know that when learners are independent they have a greater understanding of what helps them to learn and how they can find strategies to improve. Our curriculum strives to foster all of these skills in our pupils, starting in Early Years and Key Stage 1 and incorporating our innovative curriculum offering Forest School, 'Big Outcomes' and Aspirations Week.

In addition to our five core values of kindness, creativity, resilience, cooperation and respect we also place a high priority on British Values which we value as our own.

We expect all of our learners (myself included) to:

- Be curious
- Concentrate
- Co-operate
- Enjoy learning
- Find things out
- Have a go
- Keep improving
- Persevere and not give up
- Use their imagination
- Respect and care for others

We believe these are the 'keys to success' and, as such, we ensure that our curriculum provides many opportunities to hone these lifelong skills. We believe that if these skills are developed in all our learners they will be well-equipped to thrive in our ever-changing and challenging world, enabling choice and opening up options for their futures.

I am immensely proud and privileged to be the headteacher of Brooklands Primary School. From my very first day, I have been made to feel welcome and have really enjoyed building our community, watching children grow and learning being the forefront of all we do. Brooklands is a special place.

At Brooklands the adults and children have the highest of expectations for achievement and behaviour. We aim to foster an inclusive, thriving and safe environment that empowers, supports and nurtures everyone's mental health and provides children with unforgettable learning experiences that prepare them for brilliant futures.

We hope that you find the information in this candidate pack useful and we urge you to look on our website (<https://www.brooklandsschool.org.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@brooklands-maritime.org](mailto:info@brooklands-maritime.org) or on 020 8852 8210.

We look forward to receiving your application.

Headteacher  
Danny Greenstock

# Welcome to Brooklands

Welcome to Brooklands, a one-form entry Nursery and Primary School serving the local community.

We aim to provide all our children with the high-quality education and enrichment opportunities that they need, in order to develop the knowledge and skills (academic and personal) to take them into their next stage of education.

Teaching and learning is our core purpose and the main focus for all that we do . All our staff are responsible for teaching all our children everywhere around our school. Expectations and standards are high, and everyone is supported from their starting points.

## Brooklands Values

House points have been used in schools for many years (long before Harry Potter and Hogwarts were established!) and they form our whole school reward system at Brooklands. It encourages and promotes a team ethos across the school and allows children of all ages to have a common goal.

At Brooklands, we link our core values to our house points system so they are prominent every day in school. Every child from Reception to Year 6 is assigned to a house named after our five school values - Kindness, Resilience, Creativity, Cooperation and Respect. Each house also has teaching and support staff allocated to them to lead house events which will take place once a term. House points can be awarded and given out as a recognition of achievement for individual children. Points are given for going above and beyond, sporting achievements, great learning and demonstrating the values of the school.

# Brooklands Photo Gallery



# What the children say about Brooklands Primary School

"I like coming to Brooklands because of the environment and how kind everyone is."

"I like Geography because I learn about countries, weathers and places."

"What I like about school is learning Maths and English. I like Maths because it is fun and exciting."

"I like all my learning because I try hard and learn alot. I have great friends and teachers."

"I love all the kind teachers and learning new things. I have been at Brooklands since nursery and now I am in year 6!"

"I like my classroom as it is so spacious and welcoming. I have made lots of friends at Brooklands and the teachers are very supportive and helpful."



# 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 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 recruitment of ex-offenders policy can be found here.**

**A copy of the Maritime safeguarding policy can be found 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**

## 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: BAT (Breakfast and Tea) Club Manager**

**Grade: Greenwich scale 3**

**Hours: 15 hours per week , 3:30 – 6:30pm daily, other hours to be agreed Term-time only**

**School: Brooklands Primary School**

**Reports: Club workers**

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

**Purpose of Job:**

To lead and be responsible for the day to day management of the Breakfast and Tea (BAT) Club at Brooklands Primary School, providing care and play opportunities in a safe and secure environment.

**To be responsible for:**

- Quality of provision
- Staffing
- Admissions

**Main Duties:**

- To manage staff, including delivering training and performance management
- To manage staff rotas to ensure appropriate ratios maintained
- To create a stimulating environment and provision for all children
- To plan weekly activities for the children
- To order resources, including food and equipment, working within the agreed budget
- To handle admissions and registers
- To oversee payments, including use of Parent Pay and chasing outstanding payments
- To communicate with parents, including marketing for new spaces
- To recruit staff (with the Head teacher)
- 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/School's Equal Opportunities, Data Protection and statutory obligations in respect of safeguarding children.

# Person Specification

<b>Job Title:</b>	Extended Day supervisor
<b>Grade:</b>	Greenwich Scale 4 (points 7 - 10)
<b>Academy/Team:</b>	

**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>		
Approved Level 3 Qualification	AF	E
Relevant experience of working with children aged 5 - 11	AF	E
Willingness to complete Full Paediatric First Aid training	AF	E
Willingness to complete training to become a Designated Safeguarding Lead.	AF	E
<b>Skills and Abilities</b>		
Ability to lead adults in implementing sport, art and leisure-based activities for children aged 5-12	AF/I	E
Ability to entertain, engage with and supervise primary <u>schoolage</u> children	I	E
Enthusiastic, energetic, sociable, reliable	I	E
<b>General</b>		
Good knowledge and understanding of equal opportunities and special educational needs	AF/I	D
Relevant supervisory/management experience	AF	D



## Contact Us



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



[@BrooklandsPrimarySchool](https://www.facebook.com/BrooklandsPrimarySchool)



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020 8852 8210



Please apply online via  
the link below



<https://mynewterm.com/jobs/143210/EDV-2024-BPS-94559>



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[@MaritimeAcademyTrust](https://www.facebook.com/MaritimeAcademyTrust)



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