

Millennium Primary School

Candidate Information Pack



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Dear Applicant,

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

Millennium Primary is an Outstanding School located in the heart of the Greenwich Peninsula. We are a friendly, inclusive school with a caring ethos.

At Millennium we embrace diversity, encourage individuality and strive for excellence. We have a strong set of values, which are at the heart of everything we do in school.

Our children not only acquire new knowledge through fun and exciting topics set by the national curriculum but through our added development of their entrepreneurial skills. We always 'think big' when it comes to learning. From child-led school and trust-wide events to ambitious project outcomes and extracurricular activities where we invite all sorts of businesses and occupations into the school to inspire the children to think about their futures and entrepreneurial skills – we develop the confidence and leadership skills that will empower children to achieve their dreams.

Our location provides us with excellent transport links into central London, with bus stops directly outside the school and the underground only a short walk away. Thus, enabling us to make use of the fantastic opportunities that the city has to offer through exciting trips to 'bring alive' our curriculum and expand the cultural capital of our children.

We promote a culture of engagement and active learning by using a range of strategies for collaborative learning. This allows our children to be fully engaged in their own learning and take ownership of their progression.

Oracy threads through our curriculum. By developing our children's ability to structure their thoughts and communicate them clearly by using a range of vocabulary, enables them to share their understanding of their learning effectively and develop a key life skill which prepares our children for opportunities in their future as citizens.

At Millennium 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 (www.millennium.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@millennium-maritime.org or on 020 8858 0394.

We look forward to receiving your application.

Debs Joyce
Headteacher

Welcome to Millennium Primary School, Our Ethos & Values

Working and learning at Millennium is a real privilege. Being able to see the children coming in everyday with huge smiles on their faces keen to tell you everything they have learnt is one of the things that makes Millennium so special.

We are a large two-form entry school with a designated specialist provision for children with ASD

Within a stone throw of the school you'll find the O2, Thames Barrier, Cutty Sark, Greenwich Observatory and other historical sites and so much more.

The surrounding areas offer a range of educational learning opportunities that we incorporate into our school curriculum. We are a diverse school that welcomes children with different needs including physical needs, from different cultures, from different backgrounds and walks of life. At Millennium this is celebrated. We promote individuality, and understand that all children have different likes, needs, passions and dreams.

Our curriculum prepares children for the world in which they live in today. Each year children will study four curriculum areas. From Ancient Greeks, Romans, to local history, to the Vikings. Within these curriculum areas children will be taught History, Geography, Science and Computing in addition to their daily teaching of Maths, English and Reading. Our curriculum also includes the Creative Arts giving all children the opportunities to take part in Dance, Design and Technology, Art and Music.

We also have a PE coach who teaches PE across the school. We promote the teaching in forest school for all our year groups. Children in Nursery and Reception have a weekly forest school lesson which takes advantage of our leafy outdoor surroundings.

Big outcomes are an essential part of our school curriculum. Children have directed their own films and showcased them in the local cinema's. They've had their outwork displayed in local Art galleries and hosted their own Medieval banquets. But this is just a snippet of what children here are capable of.

At Millennium you will find highly motivated and dedicated staff who will go above and beyond to ensure that every child is successful. We work in collaboration with parents who are welcomed and involved in school life. This partnership ensures children will reach their full potential.

Staff teach our six values of Honesty, Resilience, Creativity, Respect, Kindness and Curiosity. We believe that if all children have these qualities, they will leave Millennium equipped for Secondary School and the skills they need to be responsible citizens

We hope that you find the information in this candidate pack useful and we urge you to look on our website (www.millennium.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@millennium-maritime.org or on 020 8858 0394.

Millennium Photo Gallery



What the children say about Millennium Primary School

"Millennium is a nice school. The children and staff are all friendly. We learn and play together. The teachers are really supportive and help you to be the best that you can be."

"Millennium has a diverse community. We learn lots of interesting subjects. Learning here is fun and our achievements are celebrated."

"The teachers are kind and they give us a good education and treat us all equally and with respect. Millennium is a wonderful place!"

"Millennium is a really nice place and has a community atmosphere. I really enjoy it here. The lessons are inclusive, interactive and fun."



What the Parents say about Millennium Primary School

"Millennium is a nice school. The children and staff are all friendly. We learn and play together. The teachers are really supportive and help you to be the best that you can be."

"Millennium has a diverse community. We learn lots of interesting subjects. Learning here is fun and our achievements are celebrated."

"The teachers are kind and they give us a good education and treat us all equally and with respect. Millennium is a wonderful place!"

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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 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, gaps in employment history & fully completed referee contact details. 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 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

Online Checks

In line with KCSIE 2022 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 is available on the link below

https://www.maritimeacademytrust.org/docs/policies/Maritime_Child_Protection_and_Safeguarding_Policy_2021-2022.pdf

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 Description

Teaching/Classroom Assistant – Level 2 (SEN)

Grade: Scale 2

Reporting to: Headteacher

Purpose of the Job

To provide practical assistance to the Headteacher in Millennium Primary School in catering for the personal welfare and education needs of pupils. As far as possible to ensure a safe working environment for staff and pupils. To contribute to facilitating pupil access to the education system, promoting inclusion, assessing and supporting achievement and monitoring progress towards service objectives. Supporting pupils on the special educational needs register as required.

Main duties

- 1 To provide personal care and assistance for pupils who require such support. This may include assisting with oral and personal hygiene including changing nappies/pads and facilitating incontinence programmes, feeding or assisting with feeding the pupil safely and hygienically, and supporting the pupil during break and lunch times as appropriate.
- 2 To work with a statemented child when required to ensure their individual needs are met.
- 3 To prepare, and assist in the preparation, of the classroom, resources, equipment and computers for use by pupils.
- 4 Assisting the teacher to supervise and support pupils' individual education plans, both indoors and outdoors. Assisting with work programmes and written observations and records on individual's progress. To take part in school activities and events as required.
- 5 To work with individuals and small groups on specific activities under the guidance of the Teacher and/or other lead person.
- 6 To motivate and support pupil(s) to remain on task and complete work in a focused way.

Job Description

7 Accompanying and supporting pupil(s) on outings from school as necessary.

8 To pass on information about pupils personal and educational needs to parents, the Class Teacher and other staff as appropriate. To contribute to team meetings and review meetings.

9 To support the pupils in physical activities (PE, Drama etc.) as required

10 To undertake training and attend INSET days in accordance to contractual requirements. To contribute to whole school policies.

11 Attending to minor accidents at school, where appropriate training has been given, and supervising unwell children at the direction of the Head Teacher.

12 To maintain the health and safety of pupils and colleagues in the school by assisting in maintaining a clean and tidy environment and reporting any hazards that cannot be dealt with to your line manager.

13 To support the Trust's Equal Opportunities and Safeguarding Policies

14 Assisting with any other duties of a similar level of responsibility as required by the Head Teacher.

Person Specification

Person Specification Teaching/Classroom Assistant – Level 2 (SEN)

Qualifications, training and experience

- NVQ Level 2 or equivalent in relevant subject
- Or
- Demonstrable experience of working with or caring for children with special needs.
- AND
- Knowledge of ASD or speech and language or emotional and behavioural difficulties.

Professional knowledge, skills and abilities

- Knowledge of National Curriculum and other learning initiatives and strategies.
- Ability to work within a team.
- Ability to carry out teacher directed tasks and pupil programmes.
- Good communication skills and ability to be flexible.
- Ability to work in liaison with parents and a variety of professionals.
- Willingness to participate in training and development, especially in the area of SEN.
- Experience of using ICT to support learning.
- A good understanding of safeguarding, data protection and confidentiality.
- Ability to help with classroom resources and records.



Contact Us



[@MillenniumSE10](https://twitter.com/MillenniumSE10)



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



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Maritime Academy Trust



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www.tes.com/jobs/employer/maritime-academy-trust-1162586

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Recruitment: recruitment@matoffice.org

