



Danecourt  
School

# Danecourt School

## Candidate Information Pack



Maritime  
Academy  
Trust



# Table of Contents

- 3 Letter from the Headteacher
- 4 Welcome to Danecourt
- 5 Danecourt Photo Gallery
- 6 What the children say about Danecourt
- 8 Maritime Academy Trust
- 9 Maritime Benefits Offer
- 10 Application Guidance
- 13 Job Description
- 16 Person Specification
- 18 Contact Details





Dear Applicant

Firstly, I would like to thank you for the interest you have shown in working at Danecourt School.

Danecourt is an ambitious school for children aged 4-11 years with severe and complex needs. Many of the children have a diagnosis Autistic Spectrum Disorder (ASD). Some have Severe Learning Difficulties (SLD) and in addition, some children may also have speech, language and communication needs, physical difficulties, multi-sensory impairments. All the children attending Danecourt have an Education, Health and Care Plan (EHCP).

There are currently 186 children attending the school, however in September 2021 we are opening two satellite provisions at local mainstream schools within the Trust, that will enable us to offer a further 48 special school places.

Danecourt was judged to be good in all areas, except EYFS, which was judged as being outstanding by Ofsted in June 2019. <https://reports.ofsted.gov.uk/provider/25/142266>

Danecourt is incredibly lucky to have highly skilled and caring staff, supportive parents/carers and committed Governors on the Local Academy Council. We have an excellent local reputation and offer a supportive and nurturing work environment led by a dedicated and dynamic senior leadership team.

The school is located just off the A2 in Gillingham. It has excellent transport routes and is located on a main bus route as well as being approximately 2 miles away from Rainham and Gillingham train stations.

In September 2020, Danecourt became part of the Maritime Academy Trust. Maritime consists of 12 primary schools across Kent and the London. It is the Maritime's mission "to empower schools with the means to drive greater and more enjoyable outcomes for children".

I hope that you find this candidate pack useful and I urge you to look on our website ([www.danecourt.com](http://www.danecourt.com)) 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@danecourt-maritime.org](mailto:info@danecourt-maritime.org) or 01634 232589.

I look forward to receiving your application.



Cathryn Falconer  
Headteacher

# Welcome to Danecourt

At Danecourt our mission is to provide all children with a “stimulating learning environment where every individual is valued, respected, safe and successful”.

The dedicated, enthusiastic and highly trained staff teams maintain high expectations of what each individual child is able to achieve, striving to ensure that they all achieve their maximum potential; celebrating difference and encouraging curiosity and creativity. All children receive a personalised curriculum tailored to meet their specific needs.

Staff work collaboratively with families and a range of other agencies in order to meet the children’s needs and as a result, they make strong progress academically, emotionally and socially. The children’s achievements are hugely valued and celebrated in a manner that is meaningful and appropriate for each pupil.

## Danecourt Values

### Valued

- We believe every individual is unique and special
- We foster a sense of self-esteem and self-worth
- We believe every child is entitled to outstanding care and education
- We support our children in the development of their communication, social and self-help skills
- We provide child-centred curriculum which encourages creativity and independence.

### Respected

- We respect the rights and needs of every child and adult
- We believe every child has the right to be heard
- We believe that an outstanding learning environment stems from committed and compassionate staff, who work as a team to support all children
- We aim, through first hand experiences, to develop in our children a love of learning, a pride in their work and respect for their surroundings
- We support our children in developing appropriate relationships with others at home and at school

### Safe

- We believe every child has the right to feel safe from harm, to be protected, cared for, and loved
- We provide a happy, secure and safe environment for our children where they feel a sense of belonging
- We ensure the well-being of every child by securing the best possible social, educational health and care outcomes
- We teach and expect high standards of behaviour from all children
- We believe happy and contented children will be ready and motivated to learn

### Successful

- We recognise, praise and reward every achievement however small the step
- We believe that children succeed best when teachers have high expectations and inspire learning
- We provide a wide range of opportunities in order to maximise social and academic success
- We encourage aspiration so that all members of our school community can seek to develop their full potential
- We want our children to be happy, confident young people who will contribute to their community



# Danecourt Photo Gallery



# What the children say about Danecourt

“I like my teachers because when I find something hard they help me”

Amelia

“I like the teachers and learning too. I like everything”

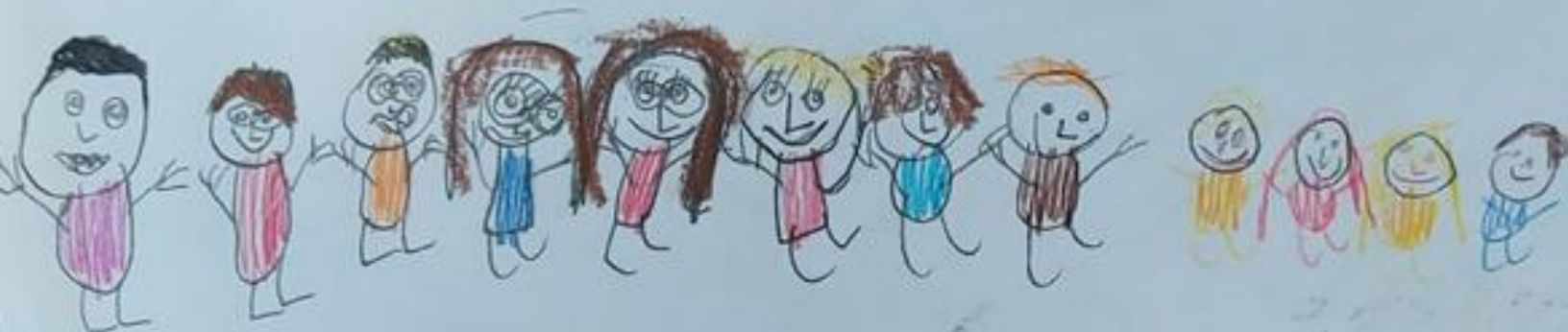
Bobby

“Maths is good because I like counting and numbers”

Hayden

“I like playing with my friends”

Lexie



# What the children say about Danecourt

“My favourite thing about school is school!”

Kenny



“I like learning about maths and counting”

Olivia



“I like learning about dinosaurs.  
We made dinosaur fossils”

Dylan



# 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, gaps in employment history and 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 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. See our policy statement on the recruitment 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. A copy of our recruitment of ex-offenders policy can be [found here](#)

**[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 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:      | Teaching Assistant SEND |
| Grade:          | D2                      |
| School/Team:    | Danecourt               |
| Reporting To:   |                         |
| Direct Reports: |                         |

## Purpose of Job:

To work under the instruction/direction of senior leadership/teaching staff to support the delivery of quality learning and teaching of pupils with special educational needs. Work with children and young people who have a range of significant and often complex SEND for example those with autism, social, emotional and mental health difficulties, moderate learning difficulties including, in some instances, those who exhibit challenging behaviour. To undertake specified work with individuals, groups and whole classes under the direction and supervision of a qualified teacher; To encourage the participation of pupils in the social and academic processes of the school, and enable pupils to become more independent learners. To undertake work/care/support programmes to enable access to learning for pupils and to assist the teacher in the management of pupils and the classroom

## Specific Responsibilities:

- Work collaboratively with teachers and other professional agencies to provide effective support for learning activities.
- Awareness of and work within school policies and procedures.
- To work with children who have complex needs, providing an appropriate level of emotional and physical support where necessary.
- To provide support under the direction and supervision of teaching staff to assist pupils to access the curriculum and participate fully in school activities.
- Support pupils to understand instructions, support independent learning and inclusion of all pupils.
- To follow agreed evaluation and recording procedures for learning activities.

# Job Description

- To be aware of the individual education plan for each pupil in the group/area and take specific action to enable individual pupil goals to be achieved.
- Provide support to pupils who have communication difficulties also where English is an additional language.
- Implement and contribute to planned learning activities/teaching programmes as agreed with the teacher, adjusting activities according to pupils' responses as appropriate.
- Participate in planning and evaluation of learning activities with the teacher, providing feedback to the teacher on pupil progress.
- Support the teacher in behaviour management and keeping pupils on task based on the expectations for individual pupils.
- Provide support for pupils with challenging behaviour taking account of support plans and risk assessments under the direct supervision of a teacher.
- Support the teacher in monitoring, assessing and recording pupil progress/activities.
- Provide feedback to pupils in relation to attainment and progress under the guidance of the teacher.
- Support the use of ICT in the curriculum.
- Support children's learning through play and planned learning activities.
- Support learning by arranging/providing resources for lessons/activities under the direction of the teacher and in line with health and safety requirements.
- Prepare and present displays.
- Support pupils in their social development and their emotional well-being, reporting problems to the teacher as appropriate.
- Share information about pupils with other staff, parents / carers, internal and external agencies, as appropriate in line with school policies and procedures.
- Assist in the development of pupil support plans (such as EHC plans).
- Support the work of volunteers and other teaching assistants in the classroom.
- Undertake pupil record keeping and maintenance of records as requested.
- Invigilate examinations and tests.
- Assist with the supervision of pupils during break and lunchtimes as required.
- Provide cover to supervise a class and/or small group on an unexpected non timetabled basis only.
- Assist in escorting and supervising pupils on educational visits and out of school activities under the direction of a teacher.
- Maintain a clean, safe and tidy learning environment.
- Support pupils in developing and implementing their own personal and social development.
- Assist pupils with eating, dressing and hygiene, as required, whilst encouraging independence.



# Job Description

- Provide basic first aid, liaising with senior leaders and medical staff and if appropriate referral to health service in emergency cases.
- May be asked to administer medications subject to agreement and in line with school policy.
- Monitor and manage stock and supplies for the classroom.
- To carry out personal care for individual pupils as required

## Support for the school

- Be aware of and comply with policies and procedures relating to safeguarding/child protection, confidentiality and data protection, reporting all concerns to an appropriate person.
- Show a duty of care to pupils and staff and take appropriate action to comply with health and safety requirements at all times;
- Be aware of and support difference and ensure that all pupils have access to opportunities to learn and develop;
- Contribute to the overall ethos, work and aims of the school;
- Maintain good relationships with colleagues and work together as a team.
- Appreciate and support the role of other professionals;
- To attend briefings, staff meetings and parents evenings as required;
- Participate in training and other learning activities and performance development as required to meet individual pupil and staff needs
- Demonstrate and promote commitment to equal opportunities and to the elimination of behaviour and practices that could be discriminatory.

## 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 SEND |
| Grade:        | D2                      |
| Academy/Team: | Danecourt               |

**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 <input type="checkbox"/> |
| Experience of working with individuals and small group work                                  | AF/I                 | E <input type="checkbox"/> |
| 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 high quality displays.                                 | AF/I                 | E                          |

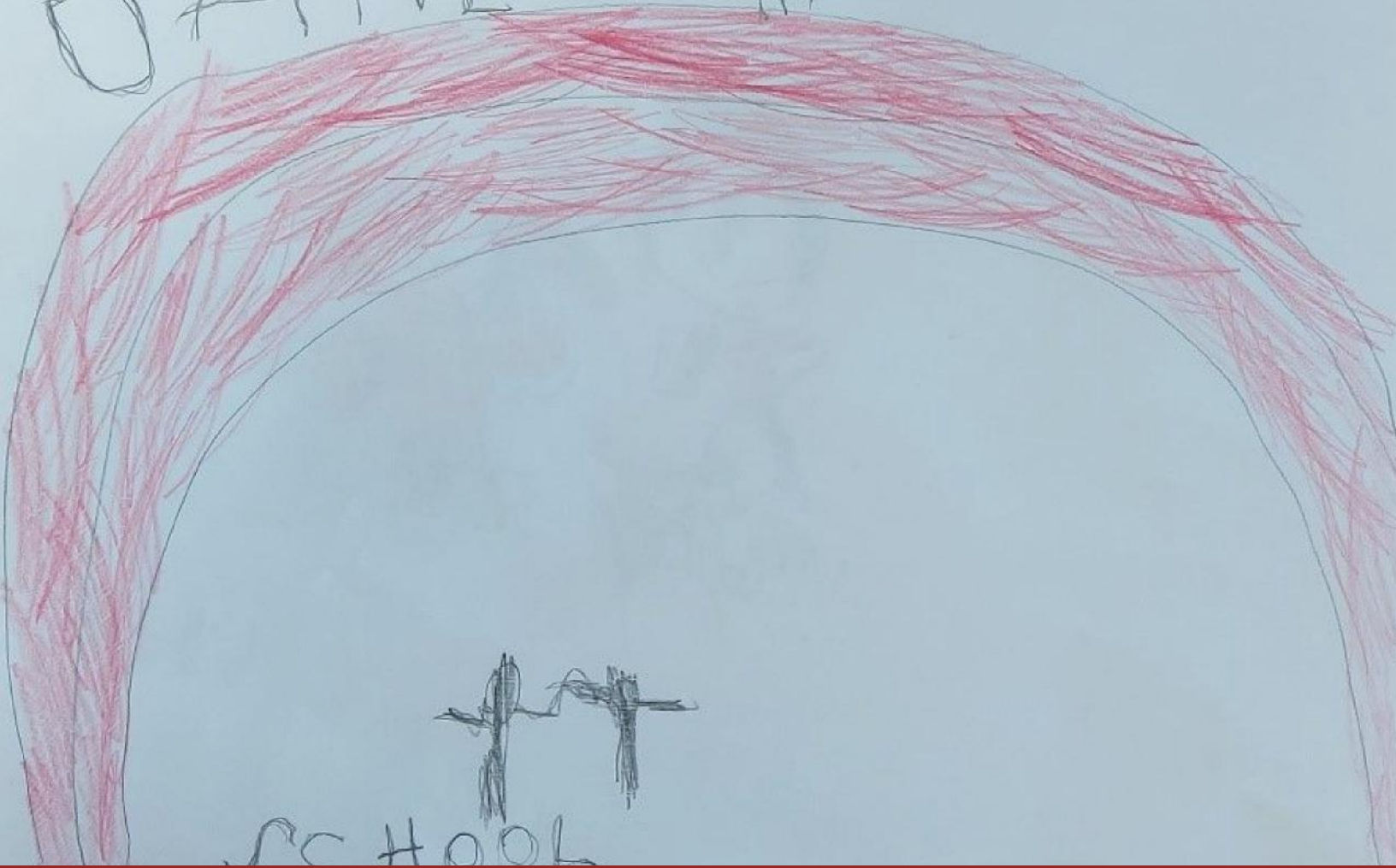
# Person Specification

|  |      |   |
|--|------|---|
|  |      |   |
| General  |      |   |
| 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 |





DANECOURT



## Contact Us



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



[@Danecourt-School](https://www.facebook.com/Danecourt-School)



Danecourt School, Hotel Road, Gillingham, ME8 6AA



[info@danecourt-maritime.org](mailto:info@danecourt-maritime.org)



01634 232 589



Please apply online via  
the link below



<https://mynewterm.com/jobs/142266/EDV-2024-DS-71899>



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



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



Telephone: 020 8016 6064

Email: [info@maritimeacademytrust.org](mailto:info@maritimeacademytrust.org)

Recruitment: [recruitment@matoffice.org](mailto:recruitment@matoffice.org)