



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 257 children attending the school which is based across three sites. The largest site, Danecourt@Gillingham caters for approximately 195 children. In addition we have a satellite at Featherby Primary School for our children within the Early Years and a satellite at Bligh Primary School for some of our key stage 2 children.

Danecourt was last inspected in November 2024 when Ofsted reported that evidence gathered during the ungraded inspection suggested that the school's work may have improved significantly across all areas since the previous inspection in June 2019 (<https://files.ofsted.gov.uk/v1/file/50263964>). The report highlighted that 'Expectations of what pupils can achieve are very high here. Despite the many barriers pupils at this school face, their personal and academic achievements are impressive' and that 'Teaching assistants impact positively on pupils' learning'.

Danecourt@Gillingham and Danecourt@Featherby are located just off the A2 in Gillingham and Danecourt@Bligh is located in Strood, just minutes away from the M2. All sites have excellent transport routes and are located on main bus routes as well as being approximately 2 miles away from Rainham and Gillingham train stations.

Danecourt is 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 oce - [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





# 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 2024 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:	Higher Level Teaching Assistant
Grade:	Medway Grade C2 (12 - 25)
School/Team:	Danecourt School
Reporting To:	Assistant Headteacher
Direct Reports:	None

## Purpose of the Job

To complement the professional work of teachers by taking responsibility for agreed learning activities under the supervision of a qualified teacher. This may involve planning, preparing and delivering learning activities for individuals/groups or for whole classes and monitoring pupils and assessing, recording and reporting on pupil's achievement, progress and development.

## Specific Responsibilities

Planning and preparing lessons and courses for individual pupils, groups and whole classes, under the supervision of a qualified teacher.

Organise and safely manage the appropriate learning environment and resources.

Assessing and reporting on the development, progress and attainment of pupils.

Assess pupils' responses to learning tasks and where required, modify methods to meet the individual needs of the group.

Use positive behaviour management strategies in line with the school's policy and procedures to contribute to a purposeful learning environment and encourage pupils to interact and work cooperatively with others.

Support pupils in social and emotional well-being, reporting problems to the teacher as appropriate.

To create resources for interventions with children and for wider projects across the school environment as determined by the School's Development Plan.

To create and demonstrate use of curriculum support to assist children with their learning.

# Job Description

To support the mentoring of new Teaching Assistants as part of the induction process.

To ensure safeguarding practices are undertaken to the highest standards.

When teaching whole classes, deploy teaching assistants confidently and effectively to best support the academic and behavioural needs of pupils in the class or group.

## **Safeguarding**

Being aware of and comply with school policy and procedures particularly in respect of Child Protection and Health and Safety

Being aware of and support difference and ensure all pupils have equal access to opportunities to learn and develop

## **General**

Be a positive influence on the climate and culture of the school and be a positive example at all times.

Be aware of and comply with policies and procedures relating to child protection, health, safety and security, confidentiality and data protection, copyright etc. reporting all concerns to your line manager.

Be aware of and support differences and ensure equal opportunities for all.

Contribute to the overall aims of the school by engaging as an active member of the team. Attend and participate in relevant meetings as required.

Participate in training, other learning activities and performance development as required.

Recognise your own strengths and areas of expertise and use these to advise and support others.

Be a flexible and supportive member of the team.

To perform any other task under the reasonable direction of your Line Manager which could include assisting in other areas of the school, the Central Team and other schools.

# Person Specification

Job Title:	HLTA
Grade:	Medway Grade C2 (12 - 25)
Academy/Team:	Danecourt Primary School

**Method of Assessment:** AF = Application Form, T = Test, P = Presentation, I = Interview

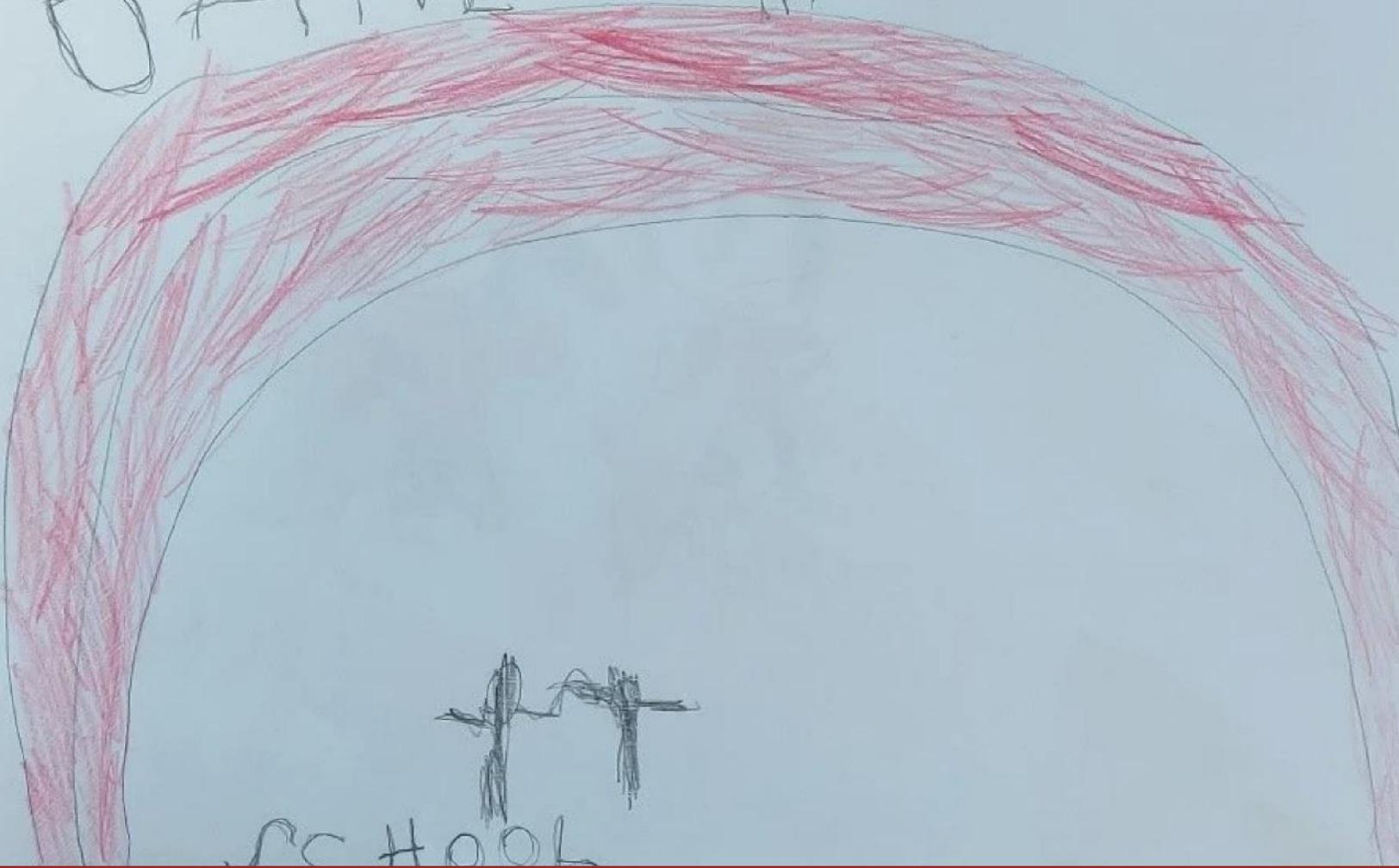
**Shortlisting Criteria:** Essential criteria assessed via application form should be used to shortlist.

Criteria	Method of Assessment	Essential/Desirable
<b>Knowledge &amp; Experience</b>		
Level 2 or 3 Certificate in Supporting Teaching and Learning in Schools, Level 3 Diploma in Childcare and Education, or other relevant qualification in nursery work or childcare.	AF	E
Level 4 certificate as an HLTA or equivalent (or willingness to work towards a qualification if not already held)	AF	D
GCSE's at grades 9 to 4 (A* - C) including English & Maths	AF	E
Experience of planning and leading teaching and learning activities (under supervision)	AF	E
<b>Skills and Abilities</b>		
Skills and expertise in understanding the needs of all pupils	AF/I	E
	AF/I	E
Knowledge of how to help adapt and deliver support to meet individual needs	AF/I	E

# Person Specification

Subject and curriculum knowledge relevant to the role, and ability to apply this effectively in supporting teachers and pupils	AF/I	E
Understanding of effective teaching methods Knowledge of how to successfully lead learning activities for a group or class of children	AF/I	E
Knowledge of how statutory and non-statutory frameworks for the school curriculum relate to the age and ability ranges of the learners they support	AF/I	E
Knowledge of how to support learners in accessing the curriculum in accordance with the SEND code of practice	AF/I	E
<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

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-2025-DS-20427>



[@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)