



Danecourt
School

Danecourt School

Candidate Information Pack



Maritime
Academy
Trust



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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) 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 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

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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:	Health Care Assistant
Grade:	Medway D2 (4 - 11)
School/Team:	Danecourt
Reporting To:	Headteacher
Hours:	32.5 hrs a week term time only (8.45am - 4pm)

Purpose of Job:

To provide support for pupils attending Danecourt with a medical condition. To ensure that pupils with medical conditions of both physical and mental health are supported in school so that they can play a full and active role and achieve their potential; safe administration of medicine and support as necessary with toileting and feeding; support the class teacher to enhance learning opportunities for pupils with medical conditions, bringing to bear a professional knowledge and understanding gained through practical experience.

Specific Responsibilities:

- Develop and maintain supportive relationships with parents, carers and others.
- Work collaboratively with other agencies and professionals as necessary, including health professionals and education welfare officers.
- Undertake training in order to act as the lead 'in-school' trained professional to meet the required medical needs outlined in all pupils' Healthcare Plans.
- Administer medicine and care in accordance with the pupils' Healthcare Plans, where required.
- Manage all Healthcare Plans by ensuring documentation and medicines in school are within date, arranging staff training to meet the needs outlined in the pupils' Healthcare Plans and ensuring any required medication or equipment is kept in school.
- Ensure the appropriate management and booking in and out of pupils' medication and controlled drugs, as per the policies and procedures. Ensure the safe storage of pupils' medication and controlled drugs.
- Ensure the administration of any medication and controlled drugs is undertaken as per the pupils' needs or appropriate Healthcare Plan. Ensure that personal training is kept up to date to meet ever changing requirements and pupil needs.
- Ensure the effective management of First Aid in school, such as ordering and distributing First Aid resources and equipment and maintaining First Aid recording systems, including systems for recording significant accidents or injuries.
- Maintain registers of First Aid trained staff members and manage deadlines to ensure all First Aid training is kept within date and within the required levels in terms of number of trained employees.
- Administer First Aid to pupils requiring assistance in the event of injury or sickness, maintaining records and resources and contacting parents, where required.

Job Description

- Observe, record and report any changes in the pupil's conditions and circumstances and ensure they are reported to senior staff without delay, taking into account severity, urgency, policies, duties and responsibilities to ensure the pupils' safety and well-being.
- Accurately communicate verbally, and in writing, to ensure all records are maintained inline with the schools policies and procedures.
- Provide pastoral care and assistance for pupils who are upset, ill, injured or require personal hygiene-related care in order to minimise distress. This may include carrying out agreed daily hygiene routines, the administration of medicines, medical and dietary procedures and assisting pupils in eating at lunchtimes.
- Work collaboratively with colleagues to best support the physical or mental health needs of pupils with medical conditions by ensuring inclusive access arrangements for all learning, teaching, personal development and extra-curricular opportunities.
- As required take responsibility for, or contribute to, the organisational arrangements required to ensure pupils with medical conditions have inclusive access to school visits and trips, swimming lessons, school clubs, etc.
- Contribute to the development of school policies, practices and school improvement plans, which support the wider aspirations and values of the school, working collaboratively and supportively with colleagues.
- Contribute to the development of a purposeful working atmosphere and implement the school's safeguarding, behaviour and any related policies and procedures.
- Develop and maintain professional knowledge and understanding, including contributing to, and participating in, INSET and twilight training.

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:	Health Care Assistant
Grade:	Medway D2 (4 - 11)
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
Knowledge & Experience		
Basic First Aid qualification		E
Willingness to attend / undertake relevant training.		E
Commitment to professional development		E
Care Certificate		D
Experience of safeguarding children procedures and processes.		E
Experience of working in a school environment.		E
Experience of supporting the needs of children with medical conditions.		E
Experience of assisting with health and medical routines of pupils		E
Recent experience in an educational setting.		D
Experience of liaising with a range of professionals.		D
Experience of working with children with special educational needs.		D
Preparation of meals and gastrostomy tube feeding		D

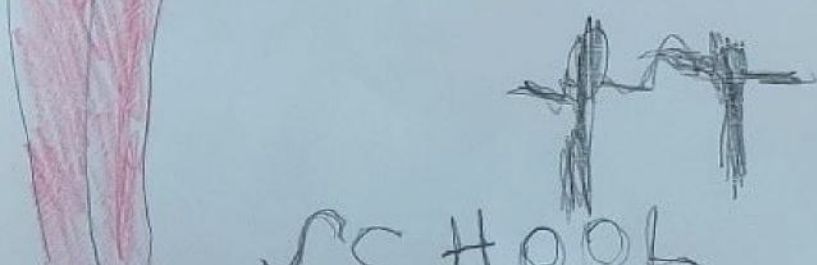
Person Specification

Skills and Abilities		
Self-motivated and able to work unsupervised as part of a team.		E
Able to organise own workload and prioritise tasks to meet deadlines.		E
Able to follow and work within procedures and guidelines.		E
Able to administer First Aid, medication and controlled drugs.		E
Able to make sound judgements <u>using own initiative</u> to identify, report and act on concerns or incidents.		E
Able to obtain, receive, read and complete accurate written records, including manual and electronic systems.		E
Able to empathise, counsel and comfort when working with pupils and their parents / carers.		E
Able to communicate effectively with children, parents, colleagues and other Professionals.		E
Willingness to contribute to the support of children in all areas of personal development and hygiene including toileting programmes.		E
Able to adopt a positive, flexible approach to work.		E
Able to converse with ease with members of the public and provide effective help or advice.		E
Able to demonstrate appropriate motivation to work with children.		E
Emotional resilience in working with challenging needs and behaviours.		E
Professional and approachable attitude.		E
Motivated and reliable		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

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Contact Us



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



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Please apply online via
the link below



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