



Academy Information for Candidates



**HARTLEY BROOK
PRIMARY ACADEMY**
Astrea Academy Trust
LEARN, THRIVE, SUCCEED

Introduction



Dear Candidate,

Thank you for expressing your interest in Hartley Brook.

I am truly honoured and privileged to be the Principal at Hartley Brook Primary School. I am very passionate about the school and feel incredibly proud of the pupils. We have developed a strong and caring whole school community, which has helped us go from strength to strength.

The thoughtful and supportive staff ensure children are at the centre of everything we do.



We want to provide our children with the best start in life and support them to become ambitious and prepare for life beyond the classroom.

At Hartley Brook we have high expectations of both learning, progress, and ensure children are given the opportunity to reach their full potential. We have an inclusive curriculum and all children regardless of their ability are able to access all areas of the curriculum.

Hartley Brook values (tenacity, scholarship, unity, responsibility, and curiosity) underpin everything we do on a daily basis.

We aim to enrich the lives of our children by providing opportunities to attend extracurricular activities. Children demonstrate true resilience and perseverance and have achieved some amazing results in sports events.

Staff work hard to create a supportive, friendly and nurturing environment, which enables all children to feel safe and know they are listened to.

Claire Costello

Principal at Hartley Brook Primary Academy





The early years provision is a real strength of the school.

Children are well prepared for KS1 through imaginative, language-rich activities that develop their love of learning.

Get to know us



Welcome to Hartley Brook Primary Academy

Hartley Brook Primary Academy is a **welcoming, inclusive school** located in Shiregreen, Sheffield. As proud members of the **Astrea Academy Trust**, we embrace and promote the Trust's core values of:

- **Scholarship**
- **Curiosity**
- **Tenacity**
- **Unity**
- **Responsibility**

Our Mission

We are committed to creating a **safe, nurturing environment** where every child is encouraged to flourish. Our dedicated staff team works tirelessly to ensure that all pupils develop the **knowledge, skills, and confidence** they need to succeed—both now and in the future.

Curriculum and Learning

We offer a **broad, engaging curriculum** that sparks curiosity and celebrates diversity.

Learning at Hartley Brook is:

- **Ambitious and inclusive**
- **Designed to inspire and challenge**
- **Focused on literacy, communication, independence, and aspiration**

We also provide opportunities for **pupil leadership, creative expression, and enterprise skills**, helping children become thoughtful, caring, and ambitious individuals ready for the world ahead.

Our Aspirations

We aim for:

- **Academic progress above national averages**
- **Attendance in line with or above national expectations**
- **Exemplary behaviour and attitudes to learning**
- **Effective support for vulnerable and disadvantaged pupils**
- **Development of employability and enterprise skills**
- **Staff excellence, with a focus on outstanding practice**

How to apply



Your application is your opportunity to shine and show us why you'd be a fantastic fit for our team. It plays a key role in helping us decide who to invite for interview, so we encourage you to include all the relevant details we've asked for. We're really looking forward to learning more about you—your experiences, your strengths, and what makes you stand out.

Tips for a great application

- **Be yourself** – we value your personality, values, and vision. We're looking for a great fit!
- **Read the recruitment pack and policies** - to ensure you align with our ways of working.
- **Tell us why you're right for the role** – highlight your skills and what makes you stand out.
- **Show your impact** – don't just list tasks; explain the difference you made.
- **Include all relevant qualifications** – we'll need to see certificates at interview.
- **List all experience** – paid, unpaid, and voluntary work all count.
- **Start with your current or most recent role** – and explain any gaps in employment for safeguarding purposes.
- **Provide strong references** – one should be your current or most recent employer. If you've never been employed, choose someone who can speak about your strengths and suitability to work with children.

All applications must be submitted through My New Term
- the link to our careers page is: Hartley Brook Primary
Academy



Any questions?

Who do I contact to arrange a visit to the school?

If you'd like to visit the school ahead of submitting an application, please contact Lauren Bower at lauren.bower@astreahartleybrook.org. We'd love to show you round and answer any questions you may have (depending on the number of requests, this may be a shared visit with other potential applicants). Likewise, a phone call or teams meeting may work for you - please reach out and we'll make it happen.

Where is the school based?

You can find **Hartley Brook Primary Academy** in Shiregreen, just off Hartley Brook Road. Click [here](#) to find us on google maps.

Who should I contact if I have any special requirements? If you're unable to complete our online application form and need some support, and/or you need our documents in an alternative format, for example, large print, please call or email admin@astreahartleybrook.org.

How long will it take for you to decide if I've been successful for interview?

This can vary depending on the number of applications we receive for each vacancy. Generally speaking, we do try our best to make our decision and contact applicants invited for interview within a week of the closing date.

Will I be notified if my application is unsuccessful and will I receive feedback? We know how much time and effort goes into an application and we really appreciate the time you've taken to apply for a job with us. During the shortlisting stage, your application status will be updated on MyNewTerm & you will receive an automated email from the system. Due to the volume of applications we receive, we're unable to provide feedback to unsuccessful candidates at the shortlisting stage.





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