



Barnsole Primary School

Barnsole Primary School

Candidate Information Pack



Table of Contents

- 3 Letter from the Headteacher
- 5 Our Vision & Values
- 6 Barnsole Photo Gallery
- 7 What the parents say about Barnsole
- 8 Maritime Academy Trust
- 9 Maritime Benefits Offer
- 10 Application Guidance
- 13 Job Description
- 16 Person Specification
- 15 Contact Details



Dear Prospective Applicant

Thank you for your interest in joining Barnsole Primary School. We are delighted that you're considering becoming part of our vibrant, values-led learning community.

Barnsole Primary is a thriving three-form entry school located in the heart of Gillingham, Medway. With a rich history spanning over 125 years, we are proud to serve a diverse and inclusive community of approximately 670 pupils aged 3 to 11. Our school is split across two welcoming sites: Nursery to Year 2 are based on our Infants' site, with Years 3 to 6 located just across the road on the Juniors' site. We are conveniently located a 15-minute walk from Gillingham train station, making us easily accessible by public transport.

We are part of Maritime Academy Trust - a collaborative family of 13 primary schools across Medway, Kent and South East London. Being part of the trust enables us to share best practice, innovate together and provide excellent professional development opportunities for all staff.

Why Barnsole?

In February 2024, Ofsted confirmed our 'Good' rating, recognising what we already know - that Barnsole is a school where children thrive. Highlights from the report include:

"Pupils are proud of their school."

"There are trusting relationships between staff and pupils."

"The school is a calm and orderly environment."

"Staff have high expectations and pupils behave well."

"Parents praise the kind, caring and supportive staff."

"Pupils talk confidently about the 'Barnsole Values' and understand the importance of kindness and responsibility."

We are passionate about nurturing every child to reach their full potential - academically, socially, and emotionally. Our approach is rooted in equity, equality, and inclusion, ensuring that every family is welcomed and every child is supported to succeed.

Join Our Team

At Barnsole, you'll be joining a dedicated and passionate team of professionals who truly care about the children and community we serve. We pride ourselves on being a supportive and friendly workplace, with a strong emphasis on staff development, collaboration and wellbeing. Our Inclusion Team plays a vital role in ensuring every child and family receives the support they need to flourish.

We are looking for like-minded individuals who share our ethos and values – professionals who are enthusiastic, reflective, and committed to making a difference.

We encourage you to explore our school website to get a deeper sense of who we are, what we do, and the dynamic learning taking place every day.

Come and Visit Us

We know that choosing the right school is an important decision – and that visiting in person can make all the difference. We warmly invite you to come and see Barnsole in action. Come and experience our nurturing environment, meet our wonderful staff and pupils, and see first-hand the strong sense of community that makes Barnsole such a special place to work.

To arrange a visit or for further information, please contact:
Helen Rixon, School Office Manager
✉ office@barnsole-maritime.org
☎ 01634 333400

We look forward to welcoming you to Barnsole and thank you once again for considering joining our school community.

Warm regards,

Mr J Smales
Headteacher

Our Vision and Values

Our Vision:

Empowering every child, nurturing diversity, fostering lifelong curiosity and resilience - aspirations are high for all.

At Barnsole, we believe in creating a learning environment where pupils and staff are inspired to grow together. Our holistic curriculum is designed to:

1. Promote mutual respect, positive values and wellbeing
2. Encourage teamwork and resilience in the face of new challenges
3. Foster a supportive, creative and stimulating environment
4. Celebrate diversity and work in partnership with families and the wider community

Our **Barnsole values**, developed with input from our pupils, are embedded throughout our curriculum and school life. These values, alongside British values, support children in becoming confident, respectful and responsible citizens.

September	Respect
October	Friendship
November	Cooperation
December	Kindness
January	Courage
February	Honesty
March	Perseverance
April	Equality
May	Forgiveness
June	Responsibility
July	Empathy

Barnsole Photo Gallery



What the Parents say about Barnsole Primary School

"My child is really enjoying his time in Reception and I am happy with the progress he is making."

"I have found my child's teachers and teaching assistants all approachable and interested in my child's wellbeing."

"My son struggles with social communication. He will not often take part without building a relationship first. This is something Barnsole are working hard at promoting and scaffolding for him."

"My child's confidence has grown since being at Barnsole."

"Brilliant progress – thank you!"



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 or omissions. 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 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 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 the Maritime safeguarding policy can be found here.

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 Title:	Teaching Assistant
Grade:	Grade D2 (points 4 - 11)
School/Team:	Barnsole Primary School
Reporting To:	TBC

Purpose of Job:

- To work under the guidance of teaching/senior staff and within an agreed system of supervision, to implement agreed work programmes or enable access to learning with individuals/groups, in or out of the classroom. This could include those requiring detailed and specialist knowledge in particular areas and will involve assisting the teacher in the whole planning cycle and the management/preparation of resources.
- To lead and maintain positive and enjoyable break times for pupils including organising and participating in physical games and activities.
- To contribute to the whole school ethos, environment and organisation both practically and as a positive role model for pupils and colleagues.
- Staff may also supervise whole classes (with a colleague if requested) during the short term absence of teachers (e.g.1 session) and to provide cover for PPA time. The primary focus will be to maintain good order and to keep pupils on task. In providing cover supervision Teaching Assistants will need to respond to questions and generally assist pupils to undertake set activities.

Specific Responsibilities:

Support for Pupils

- To support pupils' development and promote independence in a safe, secure, challenging environment employing strategies to recognise and reward achievement of self-reliance
- To support the learning of individuals and groups of pupils as identified in the weekly curriculum planning and to act as a role model, setting high expectations
- To focus on individual pupils to ensure their needs are being met within the group
- To work with other staff to develop and implement the ILPs for pupils
- To encourage pupils to interact and work cooperatively with others
- To observe, record and support the development and progress of pupils to identify individual needs and difficulties and to feedback to pupils in relation to their progress and achievement
- To promote the inclusion and acceptance of all pupils within the classroom
- To meet the physical/medical needs of the pupil according to a pupil's individual care plan whilst encouraging independence wherever possible. Medical needs include the administration of medicines by mouth or other medical procedures provided appropriate training has been given by an appropriate person.
- To participate in pupils' play and extend and stimulate language through conversation

Job Description

Support for Teachers

- To plan with teachers the daily/weekly programme of lessons, activities and events in order to support pupils and adjust lessons/work plans as appropriate
- Occasional supervision of the class in the course of short term absences of teachers and to provide cover for PPA time, focusing on maintaining good order and to keep pupils on task under the guidance of teaching staff and within an agreed system of supervision
- To liaise with other professionals to ensure an appropriate learning environment
- To set out, prepare, use and tidy equipment
- To promote home school partnerships
- To listen, support and discuss issues sensitively with parents and carers under the teacher's supervision and to participate in feedback sessions/meetings with parents
- To monitor and evaluate pupil's responses to learning activities through observation and planned recording of achievement against pre-determined learning objectives
- To provide objective and accurate feedback and reports as required to the teacher on pupil achievement progress and other matters ensuring the availability of appropriate evidence
- To be responsible for keeping and updating records as agreed with the teacher, contributing to reviews of systems/records as required in class to undertake marking of pupils work as agreed with the teacher and accurately record achievement/progress
- To administer and assess routine tests and assist in the invigilation of exams/tests as agreed with the teacher
- To provide general clerical support, e.g. administer coursework, produce worksheets for agreed activities, photocopying, filing, receiving and passing money to the school office etc
- To work with an established discipline policy to anticipate and manage behaviour constructively, promoting self-control and independence

Support for the Curriculum

- To prepare, plan and manage specific activities/teaching programmes, adjusting activities according to pupils' responses/needs
- To set out and prepare equipment indoors and outdoors
- To implement local and national learning strategies, e.g. literacy, numeracy,, early years and make effective use of opportunities provided by other learning activities to support the development of relevant skills
- To support the use of ICT in learning activities and develop pupils' competence and independence in its use
- To help pupils access learning activities through specialist support
- To determine the need for, prepare and maintain general and specialist equipment and resources

Support for the School

To promote the policies and ethos of the school, e.g. personal and social and to promote positive values, attitudes and good pupil behaviour, dealing promptly with conflict and incidents in line with established policy and encouraging pupils to take responsibility for their own behaviour

To display pupils work to reflect their achievement

To supervise pupils on outings and visits as required

To supervise pupils at lunchtimes

To attend staff meetings as required

Job Description

- To be aware of and comply with policies and procedures relating to child protection, health, safety and security and to refer all concerns to the Headteacher, receiving training where necessary from the school
- To treat all information relating to a pupil as strictly confidential, and to be aware of and comply with school policy and practice, receiving training where necessary from the school
- To support and encourage students on childcare courses, work experience, teaching practice, etc.
- To be a proactive member of the school and class team
- To participate positively and professionally in effective relationships with team members
- To establish constructive relationships and communicate with other agencies/professionals in liaison with the teacher, to support achievement and progress of pupils
- To provide appropriate guidance and supervision and assist in the training and development of staff as appropriate
- To undertake planned supervision of pupils' out of school hours learning activities
- To attend relevant courses and learning activities in order to update knowledge as required
- To take opportunities to develop own areas of interest and expertise and to use these to advise and support others or to organise specific projects

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
Grade:	Grade D2 (points 4 - 11)
Academy/Team:	Barnsole 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
Knowledge & Experience		
Previous experience of working with children in an education setting	AF/I	E
Experience of working with pupils with SEND	AF/I	E
NVQ Level 2/3 willing to work towards the qualification	AF/I	E
Skills and Abilities		
Knowledge of the National Curriculum and EYES profile	AF/I	E
Experience of working with individuals and small group work	AF/I	E
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
General		
Commitment to the highest standards of child protection and safeguarding.	AF/I	E

Person Specification

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

Job Description

Job Title:	Higher Level Teaching Assistant
Grade:	Medway Grade C2 (12 - 25)
School/Team:	Barnsole Primary school
Reporting To:	TBC

Purpose of Job:

- Work with class teachers to raise the learning and attainment of pupils
- Promote pupils' independence, self-esteem and social inclusion.
- Give support to pupils, individually or in groups, so they can access the Curriculum, take part in learning and experience a sense of achievement

Specific Responsibilities:

Teaching and learning

- Demonstrate an informed and efficient approach to teaching and learning by adopting relevant strategies to support the work of the teacher and increase achievement of all pupils including, where appropriate, those with special educational needs and disabilities (SEND)
- Promote, support and facilitate inclusion by encouraging participation of all pupils in learning and extracurricular activities
- Use effective behaviour management strategies consistently in line with the school's policy and procedures
- Support class teachers with maintaining good order and discipline among pupils, managing behaviour effectively to ensure a good and safe learning environment
- Organise and manage teaching space and resources to help maintain a stimulating and safe learning environment
- Observe pupil performance and pass observations on to the class teacher
- Supervise a class if the teacher is temporarily unavailable
- Use ICT skills to advance pupils' learning
- Undertake any other relevant duties given by the class teacher
- To cover and lead class teaching (under supervision) as and when appropriate
- Direct the work, where relevant, of other adults in supporting learning

Planning

Contribute to effective assessment and planning by supporting the monitoring, recording and reporting of pupil performance and progress as appropriate to the level of the role

Read and understand lesson plans shared prior to lessons, if available

Prepare the classroom for lessons

Use their area(s) of expertise to contribute to the planning and preparation of learning activities, and to plan their role in learning activities

Use allocated time to devise clearly structured activities that interest and motivate learners and advance their learning

Plan how they will support the inclusion of pupils in the learning activities

Job Description

- With the class teacher, keep other professionals accurately informed of performance and progress or concerns they may have about the pupils they work with
- Understand their role in order to be able to work collaboratively with classroom teachers and other colleagues, including specialist advisory teachers
- Collaborate and work with colleagues and other relevant professionals within and beyond the school
- Develop effective professional relationships with colleagues
- Whole-school organisation, strategy and development
- Contribute to the development, implementation and evaluation of the school's policies, practices and procedures, so as to support the school's values and vision
- Make a positive contribution to the wider life and ethos of the school

Professional development

- Help keep their own knowledge and understanding relevant and up-to-date by reflecting on their own practice, liaising with school leaders, and identifying relevant professional development to improve personal effectiveness
- Take opportunities to build the appropriate skills, qualifications, and/or experience needed for the role, with support from the school
- Take part in the school's appraisal procedures

Personal and professional conduct

- Uphold public trust in the education profession and maintain high standards of ethics and behaviour, within and outside school
- Have proper and professional regard for the ethos, policies and practices of the school, and maintain high standards of attendance and punctuality
- Demonstrate positive attitudes, values and behaviours to develop and sustain effective relationships with the school community
- Respect individual differences and cultural diversity

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:	HLTA
Grade:	Medway Grade C2 (12 - 25)
Academy/Team:	Barnsole 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
Knowledge & Experience		
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

Person Specification

Skills and Abilities		
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
	AF/I	E
Subject and curriculum knowledge relevant to the role, and ability to apply this effectively in supporting teachers and pupils		
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
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



Contact Us



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



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



Barnsole Primary School, Barnsole Road, Gillingham, ME7 2JG



office@barnsoleprimary.medway.sch.uk



01634 333 400



Please apply online via
the link below



<https://mynewterm.com/jobs/144423/EDV-2026-BPS-16823>



@MaritimeAcademyTrust



[@MaritimeMAT](#)



Telephone: 020 8858 0394

Email: info@maritimeacademytrust.org

Recruitment: recruitment@matoffice.org