



**Greenacres**  
Primary School

# Greenacres Primary School

## Candidate Information Pack



Maritime  
Academy  
Trust

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The background image shows a classroom setting. In the foreground, the back of a child's head with long brown hair is visible. To the right, another child is partially visible, wearing a white t-shirt. The background features a bulletin board with various posters, including one titled 'Tasting' and another 'Experimenting'. A potted plant is on the left side. The overall scene is brightly lit and colorful.

Dear Applicant

Firstly, we would like to thank you for the interest you have shown in working at Greenacres Primary School.

Greenacres Primary School is based in Eltham, Greenwich. We have a large building for a one form entry school complete with a Music Studio, separate Dining Hall, two P.E. Halls Science, Lab (opened September, 2021) and Hot House. We are aiming to complete our Art Studio early next year.

We have a large nursery which caters for children between the ages of 2 and 4. We also lead Greenwich's largest Designated Resource Provision – and only one for children with Developmental Language Disorders – and believe wholeheartedly in inclusion. Therefore, all our staff receive training in supporting children with speech, language and communication needs as we know this will support them in not only meeting our children's needs but as underpinning C.P.D. which will support us throughout our careers.

Greenacres takes pride in our creative and entrepreneurial curriculum as it not only engages our children, but challenges them to develop the skills - as well as the knowledge - befitting of the twenty-first century. Oracy threads through our curriculum as it supports both life and functional skills as well as being a core metacognitive strategy. At Greenacres, we will give all children exciting, innovative educational excellence to support them to become the best they can be. We know our children will leave our school ready for the next stage of learning: by succeeding in giving our children the best start in their learning journey, we give them what they need today and set them up with every chance of success tomorrow.

We follow a collegial leadership approach meaning that all members of staff take responsibility for ensuring our school is the best it can be. We are committed to our staff receiving continuous professional development in both teaching and leadership.

We are proud to be part of the Maritime Academy Trust. All Maritime schools have outstanding behavioural expectations to ensure children feel safe which supports them to learn to the best of their abilities. As part of Maritime, we champion the key behaviours of: Adaptability, Creativity & Innovation, Humility, Collaboration, Humour & Positivity and Supportiveness & Trust. We hope that you find this candidate pack useful and would strongly encourage you to look at our website ([www.greenacres.org.uk](http://www.greenacres.org.uk)) for further details about our school.

Team Greenacres

A small card titled 'Indigo Class Chili Recipe' is visible in the bottom right corner of the image.

# Welcome to Greenacres

At Greenacres, we believe that our children deserve exciting, innovative educational excellence. We strive to ensure that our children are given the knowledge, skills and attributes they need to thrive in a modern society. Learning goes beyond knowledge acquisition to encompass life and functional skills, preparing them for relationships, roles and responsibilities which are not yet known in today's society. We celebrate and develop children's individual talents; we emphasise the importance of developing the whole child. We recognise the importance of developing a child's character, nurturing their talents and inspiring their creativity. We always encourage children to be proud of who they are and recognise what they can achieve when they believe in themselves. Through collaborative outcomes, our children showcase excellence and expertise, instilling in them confidence and self-belief whilst raising aspirations and bringing the wider community together.

## Greenacres Values

At Greenacres, we pride ourselves on being a friendly, inclusive school with a positive ethos towards children, parents, carers and staff. We believe that, together, we will succeed.

We have the highest of expectations for achievement and behaviour for all. Children enter the school at different starting points; through supporting, developing and educating the whole child, they make good progress and leave ready for the next stage in their learning.

We are always seeking innovative ways of engaging children in learning experiences that motivate and entice them to deepen their understanding, and develop a lifelong love of learning. Our curriculum engages children and enables knowledge acquisition. It is also balanced with life and functional skills which span beyond the curriculum, preparing our children for the next stage of their education.

We have a strong set of values. Our core values of unity, respect, acceptance, freedom and aspiration are at the heart of 'Team Greenacres' and are central to our curriculum. We want our values and love of learning to prepare children for society and later life.

### **UNITY** is

- Togetherness
- collective strength and harmony
- Helping one another in feeling safe

### **FREEDOM** is

- Making the right choice
- Showing consideration for others
- Balancing rights with responsibility

### **RESPECT** is

- Knowing we are all unique and valuable
- Liking who I am
- Listening to others

### **ASPIRATION** is

- Making a personal and collective effort
- Having courage and confidence
- Wanting the best for all

### **ACCEPTANCE** is

- Knowing we are all different
- Being understanding and open minded
- Accepting myself and others

The success of our approach to learning, entwined with a core set of values, can be seen in the enjoyment on the children's faces, in their outcomes and through the dedication of the staff and the relationships we foster.

The 6Cs underpin everything we do: collaboration, communication, citizenship, character, critical thinking and creativity, as we believe these are the attributes which will lead our children to longer term success. We embrace cognitive strategies which have been carefully adopted to enable our children to become self-regulated learners. We believe our role is to instil confidence in all, ensuring the creation of 21st Century learners.



# Greenacres Photo Gallery



# 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 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 our recruitment of ex-offenders policy can be [found here](#).

**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 (SEN)
Grade:	Greenwich 3 Point 5-6
School/Team:	Greenacres Primary School
Reporting To:	SLT/Teacher

## 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:

### Support for Pupils

- Attend to the pupils' personal needs, and implement related personal programmes, including social, health, physical, hygiene, first aid and welfare matters
- Supervise and support pupils ensuring their safety and access to learning
- Establish good relationships with pupils, acting as a role model and being aware of and responding appropriately to individual needs
- Promote the inclusion and acceptance of all pupils
- Lead activities and interventions.
- Encourage pupils to interact with others and engage in activities led by the teacher
- Encourage pupils to act independently as appropriate
- Follow specific programmes or planning in order to support children with access to learning
- Contribute to writing and assessing targets for children for personal learning plans, EHCP's and annual reviews.
- Plan, carryout, assess and review interventions under the direction of Speech and language Therapists, SRP Teachers, Senco or other professionals.

# Job Description

## Supporting Teachers

- Prepare classroom as directed for lessons and clear afterwards and assist with the display of pupil's work
- Plan work for individuals and groups of children to meet learning intentions given by the teacher.
- Be aware of pupil problems/progress/achievements and report to the teacher as agreed
- Undertake pupil record keeping as requested
- Support the teacher in managing pupil behaviour, reporting difficulties as appropriate
- Gather/report information from/to parents/carers as directed
- Provide clerical/admin. support e.g. photocopying, typing, filing, collecting money etc.

## Supporting the Curriculum

- Interpret and adapt teachers planning to ensure children can access the curriculum
- Support the dissemination of the curriculum.
- Support pupils to understand instructions
- Support pupils with special resources / planning to help them access the curriculum
- Support pupils in using basic ICT as directed
- Prepare and maintain equipment/resources as directed by the teacher and assist pupils in their use

## Supporting the School

- Be aware of and comply with policies and procedures relating to child protection, health, safety and security, confidentiality and data protection, reporting all concerns to an appropriate person
- Be aware of and support difference and ensure all pupils have equal access to opportunities to learn and develop
- Contribute to the overall ethos/work/aims of the school
- Appreciate and support the role of other professionals
- Attend and participate in relevant meetings as required
- Participate in training and other learning activities and performance development as required
- Assist with the supervision of pupils out of lesson times, including before and after school and at lunchtimes
- Accompany teaching staff and pupils on visits, trips and out of school activities as required

## 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:	Greenwich 3 Point 5-6
Academy/Team:	Greenwich 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>		
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 3/4 willing to work towards the qualification	AF/I	E
<b>Skills and Abilities</b>		
Knowledge of the National Curriculum and EYF 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	AF/I	E
Educational Needs / Individual Educational Plans	AF/I	E
Ability to contribute to planning and high-quality displays	AF/I	E
<b>General</b>		
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





## Contact Us



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



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



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Please apply online via  
the link below



<https://mynewterm.com/jobs/145210/EDV-2026-GPSALIU-03455>



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