

Millbrook Primary School & Nursery

School of Sanctuary



Applicant Information Booklet

2024



— SCHOOL OF —
SANCTUARY AWARD
WELCOMING ASYLUM SEEKERS AND REFUGEES



Headteacher Welcome



I would like to thank you for taking the time to read this information about Millbrook Primary School and Nursery, and for considering our school as potential place for your future employment.

Looking for a new job can be an exciting but nerve-wracking time, so I hope the information provided in this booklet helps you in deciding whether to apply for the position you have seen advertised.

As a values-based school, we strongly urge you to read the information about our school values, vision and aims, to ensure that they align with your own values and beliefs. We also hope that from reading this booklet, you will gain a sense of what the school is like.

This booklet will give you a glimpse into life at Millbrook, but I would strongly encourage you to visit the school to experience the tangible ethos and atmosphere of the school or, if this is not possible, request a phone call with a school leader. You can also visit our school website to find out more information by clicking on the following link: [Home | Millbrook Primary School and Nursery](#) .

I am proud to be the headteacher of such a vibrant, diverse and nurturing school. I have worked at this school for nearly 11 years and have been the headteacher for two years. Without a doubt, the best part of working at Millbrook is the wonderful, hard-working and friendly children you will meet and the incredibly supportive staff you will work alongside. Working at Millbrook is a joy and a privilege!

Best wishes

Kirsty Osman
Headteacher





Values, Vision and Aims

Our Values

- Belonging
- Inclusion
- Respect
- Diversity
- Safety



“Education gives you wings to fly.”
APJ Abdul Kalam

Our Vision

At Millbrook Primary School and Nursery, we pride ourselves on serving a **unique** and **diverse** community. We value the contribution of those from varied backgrounds, with different characteristics and life experiences. We believe that diversity allows us to build **empathy** for the lived experiences of other people, which is a key skill for those contributing positively to a **globally minded** society.

We support the statement by UNESCO (1994) which highlights that **inclusion** and **participation** are essential to human dignity and to the **enjoyment** and exercise of human rights. Because of this, we actively seek to **break down barriers** and bring about **equalisation of opportunity** for those in our community. In turn, this allows our children to engage with a broad, balanced and varied curriculum and reach their full **potential**.

Our curriculum offer has been designed to represent the diverse community our school serves. We understand that each child is **unique**, therefore we ensure our planning allows all pupils to make **progress** towards their **individual targets** whilst engaging them in **memorable lessons**. We acknowledge our pupils need to keep pace in a **rapidly**

changing world, therefore, we provide our children with the **opportunities** required to understand **complex global issues**.

We champion the concept of a **broad and balanced curriculum** by ensuring coverage of all subjects, with **reading at its heart**, whilst allowing our children to be **creative** and pursue **individual interests**. **Curiosity** is a quality we want to encourage, as we want our children to feel **empowered** and **inspired** to continue a **lifelong learning journey**. We push them to be **inquisitive** and **independent**, whilst also developing their ability to work **cooperatively**, so they leave us having developed the **interpersonal skills** required to become **integral members of society**.

To enhance this, we encourage people in our community to demonstrate **respect** for themselves, others and the environment. We believe that **mutual respect** is a key value that positively prepares children for life in modern Britain and the wider world.

We believe that children **thrive** when provided with a **safe** and **welcoming** environment, which promotes their **wellbeing**, gives them a **sense of belonging** and provides them with a lifelong love of learning.

Our Aims

Our aims for pupils:

- Stimulate, nurture, and develop individuality and lively, enquiring minds in an atmosphere that is welcoming, safe and secure
- Provide an accessible, supportive, positive and challenging learning environment for all children
- Develop in pupils a sense of self-worth and independence, which enables each child to aim for and realise their fullest potential
- To educate children on the UN Rights of the Child and the associated responsibilities, which enables them to contribute positively to society
- To teach children to express their thoughts, feelings and opinions in a respectful way and know that they should be heard
- Offer a broad and balanced curriculum which develops children's knowledge and skills to enable them to become active, confident and responsible members of a rapidly changing world
- Ensure all pupils leave our school with a love of reading and being able to read with confidence and fluency
- To enhance children's Social, Moral, Spiritual and Cultural (SMSC) development through daily curriculum and enriching experiences

Our aims for our whole school community:

- Foster a school culture which is inclusive and places equal value on all its members whilst still viewing people as individuals
- Develop respect for and understanding of the ideas, cultures and beliefs of others, irrespective of their backgrounds, characteristics and life experiences
- Build partnerships between the school, the home, the local community and the wider world
- Promote and uphold the fundamental British Values of Tolerance, Mutual Respect, Democracy, Individual Liberty and Rule of Law
- Provide the whole community with a place of sanctuary and care.



Our School Context

Millbrook Primary School is situated in Leegomery, Telford. The school originally consisted of separate junior and infant schools which opened in the late 1970s. In 2005, the schools amalgamated to form Millbrook Primary School and Nursery.

The school occupies an enviable green site which gives superb opportunities for outdoor education. There are currently fourteen classes from Reception to Y6 and an attached nursery, with over 480 children on roll in total.

One of the greatest strengths at Millbrook Primary School and Nursery is that it serves a very diverse community, making it unique in Telford and Wrekin. We place great value on the backgrounds and heritage of all pupils. As a result, we have built a diverse and supportive learning community with pupils at the heart of everything we do, underpinned by a strong inclusive ethos.

At the last full Ofsted inspection in October 2023, the school was graded '**Good**' overall and '**Outstanding**' for Early Years Provision. The opening paragraphs of the report states, "*Millbrook Primary School is underpinned by **strong relationships**. Pupils reflect the values of the school and talk about **belonging** to somewhere that **respects everyone**. The school is a **sanctuary** for many pupils. This is a place where they are **well cared for and looked after**. Families **appreciate** the **support** the school provides. Pupils and staff are rightly **proud** of their **diverse school**. Staff sensitively support those with additional needs. Where there are specific barriers to learning, staff **work quickly** to **identify** and provide **effective support**. Pupils with special educational needs and/or disabilities (**SEND**) **benefit** from an **inclusive culture** of early identification and support."*

It also states, "*Leaders and staff make a **cohesive team**. They have a **clear** and **ambitious vision** for the school. Governors know the school well. They are involved in school life and provide effective support and challenge to school leaders. **High-quality training** for staff has had a positive impact. This has helped everyone to develop their skills and support leaders to improve the school."*

The full report is available to view on our website:

<https://www.millbrookprimary.org.uk/ofsted-and-performance-data/> or scan the QR code to view.



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What pupils say about our school...



"It's a friendly, rich environment. Everyone in the school is really nice and caring."
Year 6 pupil

“We are a School of Sanctuary (SOS). That means that this is a safe environment for people to work and learn.” Year 5 pupil

“We have lovely children who like coming to school and work hard.” Year 6 pupil

“Miss Osman is a good headteacher who supports and listens to everyone.”
Year 6 pupil

“We have an amazing library for all to use.” Year 6 pupil

“The teachers are kind and caring people.” Year 6 pupil

“In the staffroom, there is a hot chocolate machine for staff to make a drink.”
Year 5 pupil

“This is a calm and positive environment to work and learn in.” Year 6 pupil



**What staff say about
our school...**



“The children at Millbrook Primary School are delightful. They are well-behaved and polite. They enjoy coming to school and work hard. The school’s approach to behaviour is relational and trauma informed. This means that relationships are placed at the heart of everything we do, providing children with a secure base from which they can learn and thrive.”

“Families are very supportive of the school. We have high engagement from parents and carers with Family Learning sessions and ESOL classes, demonstrating positive relationships between school and parents.”

“The staff at Millbrook are very friendly and approachable. As a new member of staff, I was made to feel welcome by everyone and had lots of support offered to me.”

“I have always felt supported with my mental health and well-being during my time at Millbrook Primary. The Senior Leadership Team have always had an open-door policy, and in my eyes gone over and beyond in supporting any requests I may have made in relation to my own well-being and CPD. I honestly don't believe there are many other schools that show such care and empathy towards their staff's well-being and mental health.”

“I feel that my mental health is always supported, and I know where to go and who to go to if I need support. Leaders always make time to talk to me when I have been upset and I feel comfortable to be able to knock on the headteachers office door knowing that she will help if needed.”



Current Staffing Structure



Senior Leadership Team

Headteacher

Deputy Headteacher
Assistant Headteacher - EYFS
Assistant Headteacher – SEND and Inclusion
Assistant Headteacher – Wider Curriculum
Assistant Headteacher – Mental Health and Wellbeing
School Business Manager

EYFS	KS1	LKS2	UKS2
<u>Nursery</u> 2 x teachers 7 x support staff	<u>Year 1</u> 2 x teachers 4 x support staff	<u>Year 3</u> 2 x teachers 3 x support staff	<u>Year 5</u> 2 x teachers 2 x support staff
<u>Reception</u> 2 x teachers 2 x support staff	<u>Year 2</u> 3 x teachers 2 x support staff	<u>Year 4</u> 3 x teachers 4 x support staff	<u>Year 6</u> 2 x teachers 3 x support staff
<u>Cover</u> 1 x teacher and 2 x HLTA			
<u>Pastoral</u> 1 x EYFS SENDCO assistant and DSL	<u>Pastoral</u> 3 x nurture group staff	<u>Pastoral</u> 2 x learning mentors 2 x Early Help practitioner 1 x school counsellor	

DSL's	Admin	Lunchtime Supervisors	Cleaners	Intervention Staff
8	3	9	8	3



Wellbeing at Millbrook



Staff wellbeing is taken very seriously at Millbrook. We believe this is essential to attract and retain staff who are highly skilled and passionate about education. At Millbrook, we

have a team of people who support staff wellbeing and mental health. This is led by a trained Senior Mental Health Lead.

We are also committed to reducing workload and regularly review policies, systems and processes to find ways to do this. We have an open-door policy and value staff feedback and ideas about how this can be done.

We recently held a wellbeing staff meeting and in which staff identified some of the ways we support wellbeing. These are shared below:

What wellbeing looks like at Millbrook:

- Supportive, friendly and caring staff who have positive relationships
- Senior Leaders operate an open-door policy – a member of SLT is available to staff at all times
- Access to a wellbeing team including a trained Senior Mental Health Leader
- Regular collection of staff voice and sharing of how feedback has been taken on board
- Consideration people's preferences with year groups
- Support for life events
- Domestic Abuse Policy for staff
- Signposting for help and support
- Referrals to occupational health where needed
- Discretionary time for appointments
- Time off for requested special events e.g. children's performances
- PPA at home for teachers once a week
- Phase meeting every other week • External counselling offered for DSL's
- Wellbeing activities e.g. secret buddy
- Wellbeing newsletter
- School dinners paid for when special events happen. (Free dinner for duty dinner)
- Birthday celebration – card and present to each staff member from Millbrook
- End of year celebration – drinks and awards ceremony for staff
- Free tea and coffee (coffee machine)
- Food cupboard for all staff to access

What staff say about wellbeing at Millbrook...

"Millbrook is a building filled with staff and pupils that really care about each other."

"I feel that my mental health is always supported, and I know where to go and who to go to if I need support. Leaders always make time to talk to me when I have been upset and I feel comfortable to be able to knock on the headteachers office door knowing that she will help if needed."

"I have always felt supported with my mental health and well-being during my time at Millbrook Primary. The Senior Leadership Team have always had an open-door policy, and in my eyes gone over and beyond in supporting any requests I may have made in relation to my own well-being and CPD. I honestly don't believe there are many other schools that show such care and empathy towards their staff's well-being and mental health."

Our Staff Wellbeing Policy outlines in full detail the help and support available. This is available upon request.



Safeguarding



Millbrook Primary School & Nursery is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share in this commitment.

Appointment to this post is subject to an enhanced Disclosure and Barring Service check as well as other pre-appointment checks outlined in Keeping Children Safe in Education (September 2023).

This post may also require checks under the Childcare Disqualification Regulations and Childcare Act 2006 as you may be required to work with children in the EYFS.

Please see the job description, person specification, safer recruitment and CP and Safeguarding policies for further details.

[Child Protection & Safeguarding | Millbrook Primary School and Nursery](#)

[Policies | Millbrook Primary School and Nursery](#)



Is Millbrook for you?



We can offer you:

- A strong school ethos that encourages positive attitudes to learning and behaviour.
- Strong relationships across and throughout the school
- The opportunity to strengthen links with our parents/carers and wider community.
- A diverse school community with a focus of inclusivity at its heart
- An enthusiastic and committed team of staff that strive for the best outcomes for all pupils
- Caring and enthusiastic pupils who are motivated to learn and thrive
- A commitment to supporting your wellbeing
- A warm and welcoming environment to work in
- The opportunity to work in a School of Sanctuary

We are looking for someone who:

- Can provide children with a sense of belonging by building trusting relationships in which all children are held with unconditional positive regard
- Has a passion for inclusion and demonstrates high levels of inclusivity within working practice and actively seek to remove barriers to learning
- Demonstrates high levels of respect for themselves, others, and the environment
- Values diversity and promotes equality through their words, actions, and practice
- Promotes the welfare of children and has a commitment to developing their understanding of safeguarding and their responsibilities within it
- Makes children feel safe and secure by responding to them calmly and consistently, with warmth, care and empathy
- Reflects on their practice and is committed to their continued professional development
- Takes pride in and responsibility for their work and development
- Demonstrates a positive, solution-focused attitude with high levels of resilience
- An outstanding communicator who can use initiative when working independently, but also works effectively as part of a team.
- Has excellent organisational skills
- Knows how to support pupils' learning and development
- Be able to plan and adapt learning experiences to meet individual needs.
- Have a passion for improving life outcomes for children from a disadvantaged background.