

Truro and Penwith Academy Trust is a charitable Company registered in England and Wales, Company number 08880841. Registered office: College Road, Truro, TR1 3XX

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**Liskeard Hillfort Primary School**

**1:1 TeACHING Assistant (FIXED TERM)**

**RECRUITMENT PACK**

 We welcome visitors as this is the best way to see our school and meet our motivated and engaged children. **Please ring us and have a look around.**

**Dr Tim Cook, Principal**

**This information pack will provide you with an insight into our school and offer some practical information which will be of use to you as a prospective member of our school community.**

Liskeard Hillfort Primary School is a large school located in the town of Liskeard. We currently have 396 pupils with two-form entry catering for children between the ages of 4-11. Our children have positive attitudes to their learning, love performing & taking part in community events and are very proud of their school. We offer a rich, and diverse curriculum, as well as a very popular breakfast club and after-school wrap-round provision. In April 2019, we joined the Truro and Penwith Academy Trust and enjoy working collaboratively with our partner schools as well as having excellent links with our local secondary school, Liskeard School and Community College.

At Liskeard Hillfort Primary School we value the well- being and education of the children in our care above all else. We aim to create a happy, safe, caring environment in which every child can succeed and do their best. Our staff are highly skilled, dedicated and passionate about getting the very best from our children.

We welcome visitors as this is the best way to see our school and meet our motivated and engaged children. COVID measures are in place in line with government guidance. **Please ring us and have a look around.**

Dr Tim Cook

01579 343443

 We welcome visitors as this is the best way to see our school and meet our motivated and engaged children. **Please ring us and have a look around.**

**Dr Tim Cook, Principal**

Welcome

 **School information for applicants**

**Liskeard Hillfort Primary School, Old Road, Liskeard Cornwall PL14 6HZ**

**admin@hillfort.org.uk**[**www.liskeardhillfort.org.uk**](http://www.liskeardhillfort.org.uk)

**Headteacher: Dr Tim Cook**

**Job Advert**

**33.75 hours per week (TPAT Point 2, £18, 419 pro rata) Actual salary £13,897**

**Contract: Term- time only.**

Liskeard Hillfort Primary School is looking for a caring, enthusiastic and skilled Teaching Assistant to work with individual children who have learning difficulties, behavioural problems or physical or sensory disabilities.

In our school, our learning support colleagues are exceptional colleagues.  Being a one to one Teaching Assistant is both challenging and rewarding and the role is likely to vary hugely on a day to day basis. The tasks can include:

* Preparing materials, equipment and lessons
* Assessing the individual learning needs of pupils
* Evaluating and reporting pupils’ progress to teachers, carers, healthcare professionals and anybody else who helps them
* Positively managing challenging behaviour and dealing with difficult situations
* Liaising with parents, carers and other professionals who work with the child
* Supervising activities such as trips locally
* Working with teachers to find bespoke an individualised child centred education to help engage the young people in Education
* The Teaching Assistant will be the expert on the individual child that they support.

The culture of Liskeard Hillfort Primary School is one of equality and fairness built on relationships developed out of mutual trust and respect.

**We can offer you:**

• Enthusiastic, welcoming and friendly children.

• An experienced, hard-working and supportive team of staff.

• A happy, stimulating workplace.

For further information about the school please visit <https://hillfort.org.uk/>

To apply please download the relevant application pack from the Cornwall Council website [www.cornwallcouncil.gov.uk/jobs-and-careers](http://www.cornwallcouncil.gov.uk/jobs-and-careers)

Please send completed application forms to Rebecca Gale at **admin@hillfort.org.uk** **.** Please note, CVs will not be accepted.If you require an alternative format, please contact Rebecca Gale, **admin@hillfort.org.uk**

Closing date: 7th July 2022

Interview date: WC 11th July 2022

Start date: Wednesday 7th September 2022

Liskeard Hillfort Primary School is committed to safeguarding and promoting the welfare of children and young people and expects all staff to share this commitment.  This post is subject to an enhanced DBS check.

Truro and Penwith Academy Trust is an equal opportunities employer.

**Job Description**

**Teaching Assistant (1:1)**

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| **Job Title:**  | Teaching Assistant 1:1 (Point 2) |
| **Code:**  |  |
| **Salary Range:** | £18419 Per annum/pro rata (actual salary £13,897) |
| **Hours:** | 33.75 hours Per week (8.30am – 3.45pm Mon-Fri, term-time only)Fixed term |
| **Base:**  | Liskeard Hillfort Primary School |
| **Responsible to:** | SENDCO/Teaching staff, Leadership Team |
| **Direct Supervisory Responsibility for:** | None  |
| **Important Functional Relationships: Internal/External**  | Teachers, pupils, support staff, parents |

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| **Main Purpose of Job:** |
| * To meet the needs of an individual pupil with specific special education needs
* To take a pro-active role in the support of the educational, social and physical needs of the pupils
* To support the curriculum and the school through the provision of high level assistance to the teacher in the practical organisation of class activities, undertaking group work and ensuring the welfare and development of pupils
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| **Main Duties and Responsibilities:** |
| * To assist individuals and groups of children in developing knowledge, skills and attitudes as defined by the Curriculum. To take into account the learning support involved to aid the children to learn as effectively as possible
* To establish supportive relationships with the pupils to encourage acceptance, inclusion, social integration and individual development, promoting and reinforcing pupils’ self-esteem.
* To supervise an individual or small group of children within a class under the overall control of the teacher
* To assist in preparing, using and maintaining relevant teaching resources, including wall displays and cleaning up classrooms after activities. To be responsible for monitoring the use of and maintaining an up-to-date inventory of all classroom materials and equipment, monitor stock levels of materials, check for missing and/or damaged equipment, and arrange for new supplies to be ordered as required
* To accompany children on educational visits and outings as supervised by the Teacher
* To assist with the assessment, monitoring and recording of children’s progress, achievement, health, behaviour and general wellbeing and to feedback any to the Teacher or Headteacher as appropriate
* To be aware of confidential issues linked to home/pupil/teacher/school work and to ensure the confidentiality of such sensitive information
* To assess, monitor and record children’s progress in relation to IEP’s, and to feedback to the SENCO/Teacher with regard to children’s progress and the success of IEP’s, including making recommendations for alterations to improve the effectiveness of IEP’s
* To meet with the SENCO and/or other appropriate staff on a regular basis to discuss improvements to the teaching practices, delivery of the curriculum and progress and concerns regarding individual pupils
* To administer basic first aid and assist in the dispensing of medically prescribed controlled drug in line with school procedures if trained
* To carry out administrative tasks associated with all of the above duties as directed by the teacher
* To meet the needs of incontinent pupils
* To meet the needs of pupils with emotional and behavioural difficulties. To control the pupil to prevent harm and disruption to the pupil or others, within the limits of the post holders training school policies and procedures
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| **General/Other:** |
| * To ensure that children’s needs are prioritised and to have a clear sight of how this role impacts on the academy’s and the trust’s pupils at all times
* New Appointments: To act as a Trust team member and provide support and cover for other staff where needs arise inclusive of occasional work at other sites within a reasonable travel distance
* To be aware of and adhere to all Trust policies and procedures
* To be responsible for your own continuing self-development and attend meetings as appropriate
* To undertake other duties appropriate to the post as required
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| **Person Specification:** | **Essential**  | **Desirable** | **Recruiting method** |
| **Education and Training**  | Good levels of literacy and numeracy to at least GCSE grade CQualified to NVQ level 2 or equivalent in a relevant area  | Completion of the DfES Induction for Teaching AssistantsCompletion of ‘Supporting Teaching and Learning’ e.g. via Cornwall College | Application  |
| **Skills and Experience**  | Experience of working with childrenOrganisational skillsGood communication skillsAble to prioritise between different demandsAble to work to deadlinesSelf-motivated, and able to work in a team | Experience of working with children in a school or similar environment | Application/Interview/Assessment |
| **Specialist Knowledge and Skills** | Knowledge of a particular area of the curriculum or children’s needs (ie: early years, EBD, ALS, literacy, numeracy or ICTDemonstrates an awareness, understanding and commitment to the protection and safeguarding of children and young peopleDemonstrates an awareness, understanding and commitment to equal opportunities  | Knowledge of a range of issues relevant to education and child development. | Application/Interview/Assessment  |
| **Behaviours and Values**  |  |  | Application/Interview/Assessment  |

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| **Special Conditions related to the post** |
| ***The Trust is committed to safeguarding, promoting the welfare of children and to ensuring a culture of valuing diversity and ensuring equality of opportunities.***Successful applicants must be suitable to work with children and will need to undertake the following before commencing employment: * Enhanced Disclosure & Barring Service (DBS) Certificate with barred list information
* Receipt of two satisfactory employer references one of which must be from your current or most recent employer
* Satisfactory verification of relevant qualifications
* Satisfactory health check

All new employees will be required to undertake mandatory training required by the Trust. |

**TPAT Job Vacancy Application Form**

Please fill in **all** **sections** of the form using **black ink**/type. The information you provide will help us make a fair decision in the selection process.

**Please call 01872 613283 if you have any questions on how to complete this form or if you require it in a different format or language.**

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| **About the Role** |
| Role applied for: |  | Ref No: |  |
| School/Location: |  |

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| **About You** |
| Title: |  | Surname: |  |
| First Name(s): |  |
| Home Address: |  | Home Phone: |  |
| Work Phone: |  |
| Mobile: |  |
| Postcode: |  | Email: |  |
| NI Number: |  | (You can get this from the Department of Work & Pensions) |

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| **Age 11 – 16 Qualifications achieved from Secondary, Higher and Further Education** |
| School / College attended (with dates) and location | Level and number of qualifications (eg 10 O Levels) | Grade Awarded | Year Achieved |
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| **Post 16 Education below degree level:** |
| School / College attended (with dates) and location | Qualifications achieved with subjects | Grade Awarded | Year Achieved |
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| **Education at degree level and beyond** |
| Type of Qualification (BA, BSc, BEd, Hons, MA PH.D etc) | University / College & subject title of qualification | Class or Grade | Year Achieved |
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| **Teaching Qualification (if not detailed above)** |
| Name of Qualification, age range, subjects qualified to teach | Name of Training Provider | Grade | Year Achieved |
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| **Specific Qualifications related to Teaching and Education** |
| Name of Qualification (NPQH, SEN, PG Dip) | Provider | Grade | Date Achieved (dd/mm/yy) |
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| **Teacher Training (for teaching posts only)** |
| Do you have Qualified Teacher Status? | Yes / No |
| Date Achieved:  |
| DfE / Teacher Reference Number:  |
| Statutory Induction Period (if qualified after 7th May 1999):- |
| Started:  | Completed:  |
| Are you subject to any conditions or prohibitions placed on you by the Teaching Regulation Agency (or other) in the UK? | Yes / No |
| If yes, please enclose details with dates in a sealed envelope and attach to this form |

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| **Non award bearing professional development undertaken in last five years** |
| Name of Provider | Title of course / training (eg first aid at work, child protection, risk assessments, etc) | Qualification / Level of Training |
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| **Your current or most recent Employment** |
| **Note:** If you are applying for your first job, please provide any voluntary work / work experience in the “Previous employment or experience” section |
| Employer Name: |  | Job Title: |  |
| Employer Address: |  | Salary: |  |
| Start Date: |  |
| Leave Date: (if applicable)  |  |
| Reason for Leaving: |  |
| If this is / was a teaching post, please provide:Type of school (delete as appropriate): nursery/infant/junior/primary/middle/special/PRU/secondary/other (please state):  |
| Status of school (delete as appropriate): community/foundation/trust/formal federation/independent/academy/VC/VA/other (please state):  |
| Gender taught (delete as appropriate): boys/girls/mixed Number on roll:  |
| Key Stage(s) or Year Group(s) (if primary) taught:  |
| Salary Point & Salary:  | Additional Allowances (TLR,SEN, R&R):  |
| Main duties and responsibilities (include any additional roles undertaken organising school trips, events, leading activities, etc):  |

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| **Previous Employment or Experience** |
| Start with the most recent first and work backwards. You must explain any gaps in your work history since you left education (eg unemployment; career breaks; voluntary work; travel etc). |
| Dates(dd/mm/yy) | Name of School / Employer and Address**or**Reason for gap in employment | Job Title, Duties and ResponsibilitiesPlease include: type/status of school; number on roll; key stage(s) or year group taught; and gender taught | Reason for Leaving |
| From | To |
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| **Safeguarding Children, Young People & Adults** |
| You will be required to complete a Disclosure and Barring Service (DBS) check and a Self-Declaration Form as part of your application.We are all responsible for the safety of children, young people and adults who may be at risk. We must ensure that we are doing all we can to protect the most vulnerable members in our society. This responsibility applies to all TPAT employees; it also applies to contractors, partners and volunteers who carry out work with or for children, young people and adults at risk on behalf of TPAT.From your training and/or experience, please give examples which demonstrate your knowledge and commitment to safeguarding and how you would help protect children, young people and adults at risk from harm, abuse or neglect. |
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| **Your Supporting Statement** |
| This important part of your application will be used to decide if you meet the criteria and should be shortlisted for interview. Refer to the role information supplied and tell us how your skills and experience match. Use examples where possible and provide the situation or task, your action(s) and the result.If you are applying for your first job, provide examples of other relevant experience that will help us decide your suitability, eg gained through education, the community etc. |
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| **Selection Requirements** |
| We will make reasonable adjustments to help people with disabilities through the application and selection process. If you have any specific requirements to enable your participation and/or attendance during the selection process, please let us know. |
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| **References** |
| **Teachers** - please provide **three** references.**Support Staff** – please provide **two** references.Do not use friends or relatives. We will ask for references before your interview.If any of your previous roles (voluntary or paid) involved working with children, young people and/or vulnerable adults, we will ask for information about past disciplinary issues relating to these vulnerable groups (including any in which the time penalty is ‘time expired’) and whether you have been subject to any child/vulnerable adult protection concerns and the outcome of any enquiry or disciplinary procedure. If you have any concerns, please contact us or the school you are applying to. |
| **Reference 1**: This **must** be your current or most recent employer or, if you do not have any previous employment, your most recent tutor (school, college or university). | **Reference 2**: If you have worked with children, young people or vulnerable adults in the past, but are not currently, this **must** be the most recent employer by whom you were employed to work with these vulnerable groups. Otherwise, a reference of your choice. |
| Full Name: |  | Full Name: |  |
| Job Title: |  | Job Title: |  |
| Employer: |  | Employer: |  |
| Address: |  | Address: |  |
| Postcode: |  | Postcode: |  |
| Email: |  | Email: |  |
| Telephone Number: |  | Telephone Number: |  |
| Relationship to you: |  | Relationship to you: |  |
| Did this role involve working with children, young people and/or vulnerable adults? | Yes / No | Did this role involve working with children, young people and/or vulnerable adults? | Yes / No |
| **TEACHERS ONLY - Reference 3**: Reference of your choice. |
| Full Name: |  |
| Job Title: |  |
| Employer: |  |
| Address: |  |
| Postcode: |  |
| Email: |  |
| Telephone Number: |  |
| Relationship to you: |  |
| Did this role involve working with children, young people and/or vulnerable adults? | Yes / No |

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| **Disclosure of Interest** |
| Have you ever received a redundancy payment or pension from a local authority? | Yes / No |
| If yes, please give details including month and year:  |
| Are there any restrictions to you living and working in the UK which might affect your right to work for us (eg needing a work permit/visa)? | Yes / No |
| If yes, please provide details:  |
| Have you applied for either settled or pre-settled status under the EU Settlement Scheme? | Yes / No |
| If yes, please provide date you were awarded settled or pre-settled status:  |
| The role information supplied will say if this post requires travel and, if so, if you need access to transport and/or a full current UK driving licence. |
| If needed, do you have access to transport? | Yes / No |
| If needed, do you have a full current UK driving licence? | Yes / No |
| The Working Time Regulations (1998) require us to check the hours worked by employees. Would this role be your only employment? | Yes / No |
| If no, please provide details of your other role(s) and the days and hours you work:  |
| Canvassing of our employees (asking them to help you get this role), directly or indirectly, for any appointment will disqualify your application. Also, if you fail to declare any relationship with an employee of TPAT your application may be disqualified and, if appointed, you may be dismissed without notice. |
| Are you related to, or have you formed any relationship (personal, financial or professional) with any current employee of TPAT, or School Governor? | Yes / No |
| If yes, please give details:  |
| Do you, your partner or family have any interests (personal, financial or professional) that may conflict with you doing this role? | Yes / No |
| If yes, please give details:  |
| Have you ever been the subject of a formal disciplinary procedure? Have you ever been dismissed from any previous employment? | Yes / No |
| If yes, please give details:  |

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| **How we protect your Personal Information** |
| We keep on file information from this application form, equal opportunities form and any documents you attach. This is required for recruitment and equal opportunities monitoring purposes, the payment of staff and the prevention and detection of fraud. All information will be dealt with in accordance with data protection legislation and will not be sold to any third party. Unsuccessful application forms will be destroyed after 12 months; anonymised data will be kept for monitoring purposes. |

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| **Your Declaration** |
| I understand that any employment, if offered, will be subject to the information on this form being correct and I confirm that no valid information has been wilfully withheld. I understand that if I am appointed, I am liable to dismissal without notice if the information on this form is later proved to be inaccurate. |
| **Signature** (applicant): |  | **Date:** |  |
| Please sign and date if you are returning the form by post. If returning by email, you will be asked to sign a copy before any offer of employment is made. |
| If you have completed this form on behalf of the applicant, please add your details: |
| Name (printed): |  | Contact Number: |  |

**Thank you** for taking the time and effort to complete this application form. The role information supplied will say where it should be returned.

You will be required to complete a Disclosure and Barring Service (DBS) check and a Self-Declaration Form as part of your application. The amendments to the Rehabilitation of Offenders Act 1974 (Exceptions) Order 1975 (2013 and 2020) provide that when applying for certain jobs and activities, certain convictions and cautions are considered ‘protected’. This means that they do not need to be disclosed to employers, and if they are disclosed, employers cannot take them into account.

**Equality & Diversity Monitoring Form**

Please complete the Equality & Diversity Monitoring Form and return it with your application form.

Truro and Penwith Academy Trust (TPAT) wants to meet the aims and commitments set out in our Equality Policy and the Equality Act. We are committed to the principle of the development of policies to promote equal opportunities in employment regardless of workers’ age, disability, gender, gender reassignment, marriage & civil partnership, pregnancy & maternity, responsibility for dependants, race, nationality, religion or belief, sex, sexual orientation, political affiliation or trade union activities. Applicants can obtain a copy of our Equality Policy on request.

The following questions are used solely for the purpose of monitoring equality and diversity opportunities and are in accordance with the criteria identified in Racial Equality guidelines. We need your help and co-operation to enable us to do this, but filling in this form is voluntary. The information provided will be kept confidential and will be used anonymously for monitoring purposes. It will not be used when deciding on a shortlist or making an appointment, but your co-operation in completing the following would be very much appreciated.

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| **Application Details** |
| School Name: |  |
| Full Name: |  |
| Maiden Name: |  |
| Post Applied For: |  |
| Closing Date: |  |
| Type of School: | Early Years [ ]  Primary [ ]  Secondary [ ]  Special/PRU [ ]  |
| Contract Type: | Permanent [ ]  Permanent Variable Hours [ ]  Temporary [ ]  Fixed Term [ ]  Casual [ ]  |
| Hours: | Full Time [ ]  Part Time [ ]  |
| Weeks Per Year: | Full Year [ ]  Term Time Only [ ]  |

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| **Personal Details** |
| Marital Status: | Single [ ]  Married [ ]  Separated [ ]  Divorced [ ]  Widowed [ ]  Civil Partnership [ ]  |
| Gender: | Male [ ]  Female [ ]  Intersex [ ]  Transgender [ ]  Non Binary [ ]  Prefer not to say [ ] If you prefer to use your own gender identity, please write it in |
| Sexual Orientation: | Heterosexual [ ]  LGBTQ+ [ ]  Asexual [ ]  Pansexual [ ]  Undecided [ ]  Prefer not to say [ ] If you prefer to use your own sexual identity, please write it in |
| Date of Birth: |  |
| Age Group: | 16-19 [ ]  20-29 [ ]  30-39 [ ]  40-49 [ ]  50-59 [ ]  60+ [ ]  Prefer not to say [ ]  |

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| **Disability Status** |
| The Disability Discrimination Act (DDA) defines a disabled person as someone who has a physical or mental impairment that has a substantial and long-term adverse effect on his or her ability to carry out normal day-to-day activities. |
| Do you consider yourself under this definition to have a disability or health condition: | Yes [ ]  No [ ]  |
| If Yes, what is the effect or impact of your disability or health condition on your work?: |  |
| Is there any other information which you would like us to take into account with regard to your disability?: |  |
| The information in this form is for monitoring purposes only. If you believe you need a “reasonable adjustment”, then please discuss this with the manager running the recruitment process. |

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| **Trade Union Status** |
| In its annual surveys, the Department for Education requests schools to provide the number of employees who are trade union representatives. The DfE uses this data to compare national statistics for the purpose of equality and diversity. |
| Are you a Trade Union Representative: | Yes [ ]  No [ ]  |

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| **Ethnic Origin** |
| Ethnic origin is not about nationality, place of birth or citizenship. It is about the group to which you perceive you belong. Please place an X in the appropriate box. The categories are from the Office of National Statistics surveys. |
| **X** | **Nationality** | **Culture** | **X** | **Nationality** | **Culture** |
|  | Bangladeshi | Asian |  | English | White British |
|  | Chinese | Asian |  | Northern Irish | White British |
|  | Indian | Asian |  | Scottish | White British |
|  | Pakistani | Asian |  | Welsh | White British |
|  | Other | Asian |  | British | White British |
|  | African | Black |  | Cornish | White British |
|  | Caribbean | Black |  | Other | White British |
|  | Other | Black |  | Gypsy/Irish Traveller | White |
|  | Asian & White | Mixed |  | Irish | White |
|  | Black African & White | Mixed |  | European | White |
|  | Black Caribbean & White | Mixed |  | Other | White |
|  | Other | Mixed |  | Other Ethnic Background | Other Ethnic Group |
|  | Prefer not to say |  |  | Arab | Other Ethnic Group |
| **Religion or Belief** |
| Religion and belief are protected characteristics under the Equality Act. They cover people with a range of faiths and beliefs. Belief means both religious and non-religious beliefs. |
| **X** | **Name of Religion or Belief** | **X** | **Name of Religion or Belief** |
|  | No Religion or Belief |  | Methodist |
|  | Buddhist |  | Muslim |
|  | Catholic |  | Sikh |
|  | Christian |  | Other – please write below |
|  | Hindu |  |  |
|  | Jewish |  | Prefer not to say |
| **Vacancy Advertisement** |
| Where I saw the Vacancy advertised: |
| Internal Advert [ ]  | TPAT Website [ ]  | TPAT Social Media [ ]  |
| Cornwall Council [ ]  | DfE Teaching Vacancies [ ]  | TES [ ]  |
| West Briton [ ]  | Cornishman [ ]  | Cornish Guardian [ ]  |
| Western Morning News [ ]  | Indeed Website [ ]  | Word of Mouth [ ]  |
| Other [ ]  please provide further information:  |

**Thank you** for taking the time and effort to complete this form.

Please return this form, together with the completed **application form**, to the address provided on the advertisement/covering letter.

**Letter from Chair of the Board of Trustees**



Dear Applicant

**Vacancies within Truro and Penwith Academy Trust (TPAT)**

Thank you for your interest in this opportunity to join Truro and Penwith Academy Trust.

We are proud of our Academy Trust and what has been achieved since it was established in early 2014. During a sustained period of growth, the Trust has expanded and now includes twenty-nine schools with Trewirgie Infant school having joined us in the Summer of 2021. The Trust encompasses provision across the nursery, primary and secondary phases of education with schools grouped into 3 main clusters.

In January 2019, the Trust was highly praised in a summary evaluation visit by Ofsted. The findings confirmed that the Trust is one that schools want to join. It was acknowledged that there is high quality support with the Trust for schools and that Headteachers feel supported and empowered.

The Trust is innovative and dynamic and works in partnership with the One Cornwall Teaching Hub and its associates to provide bespoke school support and effective improvement activities. Staff receive high quality development opportunities and schools in the Trust benefit from the considerable expertise of Truro and Penwith College which can help to identify cost effective and local solutions as well as supporting excellent leadership and governance.

Central to everything that is done in the Trust are the pupils and students. We firmly believe in equality and the importance of encouraging and helping every one of our children and young people to achieve their full potential. Our key focus is on improving learning and teaching for all.

We recognise and encourage the local distinctiveness and the individuality of schools and hope to inspire them to become beacons of hope and aspiration in the communities they serve.

The Trust is looking for an exceptional candidate with vision, energy and determination, who is able to work with committed and supportive colleagues to build on this success and seize opportunities to further develop the Trust and deliver first class education in Cornwall.

If you have the ambition and qualities to take on this challenging role we look forward to receiving your application.

Ellen Winser MBE

Chair of the Board of Trustees

Truro and Penwith Academy Trust

We hope you find this pack provides all the information you need in order to consider your application for this post.

Any questions or matters you would like to discuss informally, please contact our school.

admin@hillfort.org.uk

01579 343443

Application packs can be downloaded from[**www.tpacademytrust.org**](http://www.tpacademytrust.org)

Please note that CVs will not be accepted.

Shortlisting

To ensure the fairness of the selection process, shortlisting will be based upon the information which you provide in your application and assumptions will not be made about your experience or skills. We will look for demonstrable evidence that you meet the criteria set out in the person specification.