



**Truro and Penwith  
Academy Trust**

## Vacancy Information Pack

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|---------------------|---------------------------|
| <b>School Name:</b> | Berrycoombe School        |
| <b>Job Title:</b>   | Breakfast Club Supervisor |

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| Letter from Chair of Board of Trustees | <a href="http://www.tpacademytrust.org/web/application_pack/604811">www.tpacademytrust.org/web/application_pack/604811</a> |
| Application Form                       | <a href="http://www.tpacademytrust.org/web/application_pack/604811">www.tpacademytrust.org/web/application_pack/604811</a> |
| Equality and Diversity Monitoring Form | <a href="http://www.tpacademytrust.org/web/application_pack/604811">www.tpacademytrust.org/web/application_pack/604811</a> |

## Berrycoombe School

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| <b>Job Title:</b>                          | Breakfast Club Assistant   |
| <b>Pay Point / Pay Range:</b>              | TPAT Point 1   |
| <b>Full Time Equivalent Annual Salary:</b> | £22,177 - (if paid over 52 weeks)  |
| <b>Actual Annual Salary for this Role:</b> | £3767.58   |
| <b>Contract Type:</b>                      | Permanent Variable   |
| <b>Hours Per Week / Weeks Per Year</b>     | Hours – 7.5 hours per week - 7:30 am – 9:00 am<br>Working Weeks – 38 working weeks (Term time only)<br>Paid Weeks – 43.699 |
| <b>Closing Date:</b>                       | 12 midnight on 20 <sup>th</sup> November 2024  |
| <b>Proposed Shortlisting Date:</b>         | 21 <sup>st</sup> November 2024   |
| <b>Proposed Interview Date:</b>            | 22 <sup>nd</sup> November 2024   |

### Breakfast Club Assistant

To be part of the Breakfast Club team to ensure the safe and appropriate provision of food to individuals and groups of pupils during Breakfast Club. Organise the provision of healthy breakfasts, cereal, toast and juice. To keep the kitchen area clean and tidy and to ensure all breakfast catering facilities are cleaned and washed at end of each session – dishwasher provided.

To help with interactions with children to encourage them in meaningful and constructive conversations and activities.

If Nursery children are in Breakfast club it may be necessary for you to support the transition from Breakfast Club to Nursery (on site).

The above position is from 7:30am to 9:00am Monday to Friday, term time only.

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| To find out more about Berrycoombe please visit:  | www.berrycoombeschool.co.uk  |
| To discuss this position please contact the Business Manager:   | Email – KWilliams@berrycoombe.tpacademytrust.org<br>Telephone – 01208 74969                        |
| Application packs can be downloaded from:   | <a href="http://www.tpacademytrust.org/web/application">www.tpacademytrust.org/web/application</a> |
| Please email your completed application form and equality & diversity monitoring form by the closing date to: | KWilliams@berrycoombe.tpacademytrust.org   |

Please note that successful candidates will be informed via email.

*The Trust is committed to safeguarding and promoting the welfare of children and young people and expects all staff, workers, volunteers, governors and trustees to share this commitment. All successful applicants will be subject to appropriate pre-employment checks and will be required to complete a Disclosure and Barring Service (DBS) Enhanced Check, a Safeguarding Self-Declaration Form and satisfactory online searches undertaken.*

| <b>School Information for Applicants</b> |  |
|--|--|
| <b>School Address:</b>                   | Berrycoombe School                       |
| <b>School Telephone Number:</b>          | 01208 74969                              |
| <b>School Email Address:</b>             | KWilliams@berrycoombe.tpacademytrust.org |
| <b>Name of Headteacher:</b>              | Craig Robertson                          |
| <b>Website Address:</b>                  | Berrycoombe School                       |



## Welcome to Our School

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.

At Berrycoombe we believe that education is important because it gives our children freedom and choice both now and in the future. Education empowers children. We are committed in ensuring that all our child make an excellent start to their learning.

At Berrycoombe we have high aspirations and hopes for our children. We will ensure they love their learning and have fun and that they feel safe at school and fulfil their full academic potential.

We are friendly, informal and always willing to listen, support and help.

Our School enjoys working collaboratively with our partner schools within Truro and Penwith Academy Trust.

We welcome visitors as this is the best way to see our lovely school, experience our creative and captivating curriculum and meet our motivated and engaged children. Please phone the school telephone number provided if you would like to arrange to look around.

## General Background

Berrycoombe School opened in 1980. Our school serves a challenging community and we are committed to raising standards and ensuring that all children achieve. We joined Truro & Penwith Academy Trust in 2018. TPAT is a supportive and collaborative organisation with one primary focus: the improvement of teaching and learning within Cornwall. The Academy Trust works with local schools to ensure that young people in Cornwall have access to the best possible learning experiences.

## Class Organisation

The school currently has 181 children on roll.

Reception

1 x Year 1 class

1 x Year 2 class

1 x Year 3 classes

1 x Year 4 class

1 x Year 5 classes

1 x Year 6 class

Berrycoombe Berries Nursery currently has 25 on roll, Classes for 2yr and 3&4 year olds.

## Staff Organisation

The School has 8 full-time Teachers and 29 Support staff. We have a Deputy Headteacher, together with a SENCO and PSA (Parental Support Advisor). The support staff comprise of HLTA's and Teaching Assistants who are a key part of our teaching and learning. We also have a dedicated non-teaching team which cover the administrative and site management responsibilities of the school.

## Our Curriculum

We have invested in providing a bespoke, exciting and creative curriculum which inspires and motivates children and supports high quality learning. At Berrycoombe we believe that children need a safe and nurturing environment to enable each child to develop and grow. The school provides Forestry School programme within the extensive school grounds and are lucky to be situated near the Camel Trail.

## Safeguarding

TPAT is committed to safeguarding and promoting the welfare of children and young people and expects all staff, workers, volunteers, governors and trustees to share this commitment.

Shortlisted candidates will be required to complete a Safeguarding Self-Declaration Form as part of their application. We will also carry out online searches as part of our due diligence on the shortlisted candidates, as updated in the Keeping Children Safe in Education recommendations. This may help identify any incidents or issues that have happened, and are publicly available online, which the School or Trust might want to explore with the candidate at interview.

Successful candidates will be required to complete a Disclosure and Barring Service (DBS) application and Health Assessment form as part of their pre-employment administration. 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.

## Application Information

We hope that you find this pack provides all of the information you need in order to consider your application for the post. Should you have any questions or matters you would like to discuss informally, or to arrange a visit, please contact:

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|---------------------------|--|
| Contact Name:             | Kathryn Williams                         |
| Contact Email Address:    | kwilliams@berrycoombe.tpacademytrust.org |
| Contact Telephone Number: | 01208 74969                              |

Please note that CVs will not be accepted.

Application packs can be downloaded from: [www.tpacademytrust.org/web/application\\_pack/604811](http://www.tpacademytrust.org/web/application_pack/604811)

|               |                                |
|---------------|--------------------------------|
| Closing Date: | 20 <sup>th</sup> November 2024 |
|---------------|--------------------------------|

Completed applications must be returned to the email address above and be received by 12 Midnight on the closing date provided.

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| Interview Date(s): | 22 <sup>nd</sup> November 2024 |
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To ensure the fairness of the selection process, shortlisting will be based upon 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.

If we have not contacted you within 14 days of the closing date, it is unlikely that you have been shortlisted on this occasion. Many thanks for your interest in this post.