



**Truro and Penwith
Academy Trust**

Vacancy Information Pack

School Name:	Newlyn School
Job Title:	Catering Assistant

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Newlyn School

Job Title:	Catering Assistant
Pay Point / Pay Range:	TPAT Point 2
Full Time Equivalent Annual Salary:	£23,559
Actual Annual Salary for this Role:	£8004.73
Contract Type:	Temporary contract from January 2024
Hours Per Week / Weeks Per Year	15 hours weekly – Mon-Fri 11am-2pm
Closing Date:	17 th December 2024
Proposed Shortlisting Date:	17 th December 2024
Proposed Interview Date:	19 th December 2024

Newlyn School are looking for a warm and positive person to join our fantastic team. We are seeking an enthusiastic person to join our kitchen team working alongside our school cook. We are very proud to have our own catering team in school, producing delicious and nutritious lunches daily for the children of Newlyn School and Stepping Stones Nursery and Pre-School.

Our busy kitchen provides joy to the whole school community serving over 100 meals a day. We are proud to also offer breakfast club, daily wrap around care as well as hosting a weekly Baby and Toddler group 'Little Paddlers'. Our fantastic catering team at Newlyn School lovingly prepare all snacks for these events on a daily or weekly basis.

The appointed candidate will be flexible and willing to engage with all team members and work in collaboration with all staff members producing the very best for our children, having the desire to put smiles on the faces of all children with the wonderful food provided to them.

Newlyn School is driven to give opportunities to all children to allow them to be the best they can be. We are incredibly proud of our nurturing and inclusive school environment and we welcome a new member to join our growing team. Please seek a personalised tour to see the school with your own eyes!

To find out more about Newlyn School, please visit:	www.newlynschool.co.uk
To discuss this position please contact the Headteacher:	Email – lconnolly@newlyn.tpacademytrust.org Telephone – 01736 363509
Application packs can be downloaded from:	www.tpacademytrust.org/application-packs/
Please email your completed application form and equality & diversity monitoring form by the closing date to:	newlyn@tpacademytrust.org

Please note that successful candidates will be informed via email.

Truro and Penwith Academy Trust is committed to safeguarding and promoting the welfare of children and young people and expects all of our staff and volunteers to share this commitment. Applicants must be willing to undergo child protection screening and pre-employment checks, including enhanced DBS clearance and full reference checks with previous employers.

School Information for Applicants	
School Address:	Carne Road, Newlyn, Penzance TR18 5QA
School Telephone Number:	01736 363509
School Email Address:	newlyn@tpacademytrust.org
Name of Headteacher:	Lauren Connolly
Website Address:	www.newlynschool.co.uk



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.

I would like to warmly welcome you to Newlyn School and Stepping Stones the pre-school at Newlyn School. We are a school that values the qualities in everyone, and we celebrate the strengths that our wonderful children bring to our vibrant and inclusive school community.

At Newlyn, the children are the beating heart of our school, and we work to ensure they are happy, confident and have extensive opportunities to prepare them for their successful futures after Pre-School and Primary School.

Our staff are caring, dedicated and passionate about getting the very best from all children, believing that with effort and high aspirations greatness and excellence can be achieved. We are a school that embraces learning through mistakes, harnessing strength in trying again and building resilience with a positive 'can do' attitude. We encourage children to be masterful in their learning and develop their motivation to be life-long learners with a thirst for adventure.

At Newlyn School, we actively promote a positive learning environment that inspires and enriches the learning experiences for all children. Through our engaging and carefully crafted curriculum design, we ensure that all children can foster a passion for learning and curiosity that will help to continue to develop their high aspirations whilst building a lifetime of memories.

We believe in ensuring that children receive a well-rounded curriculum showcasing their individual talents, nurturing these to ensure that all children experience success. We are particularly passionate about Art, Music and Sport. Many of our children have taken the opportunity to learn an instrument and take part in a wide range of sporting activities of which we have many successes. Here at Newlyn we are also very fortunate to run some wonderful after school clubs that reflect the interests of all of our learners. We also run a Wrap around care facility running from 7:30am until 5:30pm, which is the social hub of the school. This service is run by our dedicated staff team, providing opportunities that all of the children love; including their delicious and nutritious meals lovingly prepared by our onsite cook.

We have built strong links with Newlyn Art Gallery and are lucky enough to have pieces of Art from the Arts Council collection displayed in our school. Newlyn School is a truly inspirational learning environment!

We strongly believe in outdoor learning and all of our children benefit enormously by being so close to beaches and woodland. All children access our Forest School provision and this is a popular addition to their curriculum, with Beach School soon to start in Spring. Teachers seek opportunities to learn in inventive and purposeful ways to bring the learning experiences to life inside and outside of the classroom. We also believe that our children need to be given the opportunity to travel further afield to experience life outside of Cornwall. Such opportunities can be seen with children travelling to destinations such as Bristol and London as part of their learning of the world around them.

We believe in building strong relationships with parents, the local community and the other schools in the Truro and Penwith Academy Trust. We firmly believe that education is a partnership between home and school striving for active engagement towards our shared goal of inspiring our children to be the best they can be.

Please do come and visit us to see the wonderful learning environment that is Newlyn School. We would be delighted to show you around!

General Background

We are located in the heart of the vibrant Fishing port of Newlyn known also for its Artist Community. We enjoy sweeping views from our playing fields and classrooms across the village and Mounts Bay. Our school community has 158 children aged from 2-11 years, although this is growing each and every day.

Class Organisation 2022-2023

Pre-School is made up of two classes, Piskies and Pirates with a Nursery Manager, Ms Stacey supporting the fantastic provision.

Other classes are shown below:

Foundation Class

Year 1

Year 2

Year 3/4

Year 5

Year 6

Staff Organisation

Head Teacher: Ms Lauren Connolly

Senior Leader: Mrs Julie Wood

Alongside our six class teachers we are very lucky to have specialist music teachers, a sports HLTA, teaching assistants, our school cook and an incredibly helpful administration team.

Our Curriculum

Vision Statement:

Newlyn School is a caring place where the individuality, gifts and talents of all children and adults are nurtured. In partnership with the whole school community, we seek to provide an education of the highest quality, promoting respect for each other and the wider world. We aim to foster aspiration, resilience and independence in our young people so that they are fully equipped to take on life's challenges. The children's happiness is at the heart of all we do as we strive to ensure all children meet their full potential. We work together with the aim that everyone can be the best that they can be in everything they do.

Intent:

Newlyn has a holistic philosophy of education. Our broad and balanced curriculum builds on the skills, knowledge and understanding of all children, providing them with life skills and aspirations to become good citizens of the future.

Implementation:

Our curriculum incorporates the statutory requirements of the National Curriculum 2014 and other experiences and opportunities which best meet the learning and developmental needs of the pupils in our school. The curriculum supports them with their academic, social and personal development.

Impact:

Children are provided with engaging experiences and develop skills that prepare them for the future and there is full coverage of the National Curriculum.

Outdoor learning

At Newlyn, we believe that children need to have a connection with their local area and nature. Staff plan learning opportunities within their topics to get children outside in our wonderful school grounds as well as our local environment, around Cornwall and beyond. We are developing the use of Forest School within our curriculum and have lots of exciting opportunities for new staff to become involved in new initiatives. Beach School is new for Academic Year 2024-2025, and we are thrilled to offer this to our whole school community.

Safeguarding

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

Shortlisted candidates will be required to complete a Safeguarding Self-Declaration Form as part of their application. 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:

Contact Name:	Lauren Connolly
Contact Email Address:	newlyn@tpacademytrust.org
Contact Telephone Number:	01736 363509

Please note that CVs will not be accepted.

Application packs can be downloaded from www.tpacademytrust.org/applicationpacks/.

Closing Date:	17 th December 2024
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Completed applications must be returned to the email address above.

Interview Date:	19 th December 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.