

**Vacancy Information Pack**

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| **School Name:** | **PENDEEN SCHOOL** |
| **Job Title:** | **TEACHING ASSISTANT EARLY YEARS** |

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| Application Form | Attached  [www.tpacademytrust.org/application-packs/](http://www.tpacademytrust.org/application-packs/) |
| Equality and Diversity Monitoring Form | Attached  [www.tpacademytrust.org/application-packs/](http://www.tpacademytrust.org/application-packs/) |



**PENDEEN SCHOOL**

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| **Job Title:** | Teaching Assistant (Band 1) |
| **Pay Point / Pay Range:** | TPAT Point 2/3 |
| **Full Time Equivalent Annual Salary:** | £18,419 (if paid over 52 weeks) pro rata |
| **Actual Annual Salary for this Role:** | £FTE Annual Salary ÷ 37 ÷ 52.14 x 18 x 43.128 = |
| **Contract Type:** | Variable hours contract |
| **Hours Per Week / Weeks Per Year** | Hours – 30 hours per week  Working Weeks – 38 working weeks  Paid Weeks – 43.128 paid weeks |
| **Closing Date:** | Monday 16th May 2022 |
| **Proposed Shortlisting Date:** | Wednesday 18th May 2022 |
| **Proposed Interview Date:** | Week of 23rd May 2022 |

Are you the inspirational and caring Teaching Assistant needed to join our outstanding team?

A caring, skilled and creative Teaching Assistant is needed to start in September 2022, in our vibrant and friendly village school of 78 children. The role will be to support children in EYFS (Reception Year) in their mainstream classroom. Pay rate is TPAT Teaching Assistant Band 1 (Point 2/3) at £9.55 per hour and hours are 8.30am until 3.30pm for 5 days per week (part time and job share will be considered).

**The successful candidate will:**

* Be highly flexible and child centered
* Be experienced in Early Years and is essential to the role
* Have an understanding of SEND and a willingness to deepen this understanding
* Have a good sense of humour and be positive
* Understand that this is a challenging yet ultimately incredibly rewarding role
* Have a nurturing approach to help develop emotional, social resilience and understanding

The successful candidate will have:

* Worked in an Early Years setting
* Passion and enthusiasm for seeing children flourish and reach their full potential
* An energetic approach
* Willing to undertake a DBS check
* Shown a genuine interest in Pendeen School – visits or a phone call to the head teacher are highly recommended.

Please contact Chris Wilson (Head teacher [head@pendeen.cornwall.sch.uk](mailto:head@pendeen.cornwall.sch.uk) for more information and to book an appointment to visit.

Closing date: Monday 16th May 2022

Shortlisting: Wednesday 18th May 2022

Interview: Week 23rd May 2022

**Start Date 5th September 2022**. Pendeen School is part of Truro and Penwith Academy Trust.

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| To find out more about Pendeen School please visit: | www.pendeenschool.com |
| To discuss this position please contact the Headteacher: | Email – [head@pendeen.cornwall.sch.uk]  Telephone – [01736 788583] |
| Application packs can be downloaded from: | [www.pendeenschool.com/vacancies](http://www.pendeenschool.com/vacancies)  [www.tpacademytrust.org/application-packs/](http://www.tpacademytrust.org/application-packs/) |
| Please email your completed application form and equality & diversity monitoring form by the closing date to: | [secretary@pendeen.cornwall.sch.uk] |

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 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.*

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| **School Information for Applicants** | |
| **School Address:** | Pendeen School, Church Road, Pendeen Penzance TR19 7SE |
| **School Telephone Number:** | 01736 788583 |
| **School Email Address:** | head@pendeen.cornwall.sch.uk |
| **Name of Headteacher:** | Mr Chris Wilson |
| **Website Address:** | www.pendeenschool.com |

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| **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 extend a warm welcome to our wonderful school.

We are a village school which is proud to be part of the community of Pendeen.

At Pendeen, we value the well -being and safety of the children in our care above all else. We aim to provide a nurturing, creative and inspiring environment in which every child is given the best possible opportunity to reach their potential. We constantly strive to improve what we offer, by ensuring staff are kept up to date with the very latest research and ideas about teaching and learning.  We believe that learning should take place both indoors and outdoors and our staff try to ensure that they utilise our wonderful learning spaces, both inside and out, whatever the weather!

We have highly skilled and extremely dedicated staff at our school and I am proud of the contributions made by every member of our small team to ensure the very best for the children at Pendeen.

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 ring us and have a look around**

**Chris Wilson**

**Headteacher**

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.

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| **General Background** |
| Our school is in the village of Pendeen which is located approximately seven miles west of Penzance.  We are located on the main coast road, minutes from the beautiful Penwith coastline, close to Geevor and Botallack mines. In fact, you can see the sea from our playground!  The school caters for children between the ages of 4 - 11. We currently have 78 pupils on roll, taught in four classes, and offer a rich & diverse curriculum, as well as a full programme of after-school activities. The Children's Ark, a separate pre -school, is located next door to the school providing high quality early years education for younger children.  In 2014 we joined the Truro and Penwith Academy Trust and enjoy working collaboratively with our partner schools as well as with other local schools within the Penwith clusters, and those further afield in Cornwall. |

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| **Class Organisation** |
| The school currently has 78 children on roll in four classes.  Kynsa Class: EYFS – Miss Curnow  Nessa Class: Year 1 & Year 2 – Mrs Earley  Teyr Class: Year 3 & Year 4 – Mrs Taylor  Peswara Class: Year 5 & Year 6 – Miss Sedgeman |

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| **Staff Organisation** |
| The school has a Headteacher, four full-time teachers. In addition, we have 9 teaching assistants who are a key part of our teaching and learning team. A part time sports coach who is an integral part of our team and a highly dedicated and efficient school secretary who also oversees site management. We are strongly committed to staff development and learning. Our caretaker and cleaner are also employed by the school. Our catering is provided by an outside contractor with the Cook and assistant very much a part of our team. |

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| **Our Curriculum** |
| Pendeen School follows the National Curriculum.  This determines the content of what will be taught and, through Programmes of Study and attainments targets for the National Curriculum subjects, it also determines how performance will be assessed and reported.  The National Curriculum is organised into Key Stages. Reception children follow the Early Years Foundation Stage curriculum, KS1 is for children aged 5-7 (Year Groups 1 and 2) and KS2 is for children aged 7-11 (Year Groups 3,4,5 and 6).   In EYFS and KS1, phonics is taught to all children. We currently follow the Letters and Sounds Programme of study, using Read, Write Inc and a range of other resources to ensure that synthetic phonics is taught in a fun, multi-sensory and interactive way.  We have created our own half-termly topic themes which can be viewed on the Curriculum theme map below. These topics have been carefully chosen by staff to enable the children in our school to develop the skills they need to participate fully in the world around them. Our curriculum has been carefully designed to foster creativity and challenge, ensuring it provides an inclusive experience for all of our children.  When planning our curriculum, pupil voice was a key factor. Each half termly topic is accompanied by a text; a book, a poem, a film or a piece of non-fiction writing. This text provides the 'hook' for all of our learning. We believe that children learn best when they are excited and intrigued, and we aim to provide a cohesive and immersive learning experience which encourages children to be curious, whilst offering the opportunity the build upon previous knowledge and skills.  Through discussion with pupils, we have been able to identify the topics that will excite and motivate the children at Pendeen, whilst at the same time, building on previous learning experiences to support the National Curriculum.  We hope that our curriculum inspires a love of learning in our children; we aim to inspire, to motivate, to build confidence and to challenge, ensuring children leave Pendeen armed with the necessary skills, knowledge and experiences to prepare them for what lies ahead.  Each half term, your child's class teacher will provide a topic information booklet. This will enable you to find out a little bit more about what your child is learning about. In addition, the class pages are regularly updated. |

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| **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. |

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| **Application Information** |
| We hope that you find this pack provides all 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: | Mr Chris Wilson | | Contact Email Address: | head@pendeen.cornwall.sch.uk | | Contact Telephone Number: | 01736 788583 |   Please note that CVs will not be accepted.  Application packs can be downloaded from [www.tpacademytrust.org/applicationpacks/](http://www.tpacademytrust.org/applicationpacks/).   |  |  | | --- | --- | | Closing Date: | Wednesday 18th May 2022 |   Completed applications must be returned to [secretary@pendeen.cornwall.sch.uk](mailto:secretary@pendeen.cornwall.sch.uk) and be received by 12 Midnight on the closing date provided.   |  |  | | --- | --- | | Interview Date: | Week 23rd May 2022 |   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. |