A close-up of a triangle

Description automatically generated with medium confidence

**Vacancy Information Pack**

|  |  |
| --- | --- |
| **School Name:** | St Dennis Primary Academy |
| **Job Title:** | Teaching Assistant and Lunchtime Supervisor |

|  |  |
| --- | --- |
| **Information Pack Contents** |  |
| Advertisement | Page 2 |
| School Information for Applicants | Page 3 |
| Welcome to Our School | Page 4 |
| General Background | Page 5 |
| Class Organisation | Page 5 |
| Staff Organisation | Page 5 |
| Our Curriculum | Page 5 |
| Safeguarding | Page 6 |
| Application Information | Page 7 |
| Job Description | Attached |
| Person Specification | Attached |
| Letter from Chair of Board of Trustees | [www.tpacademytrust.org/web/application\_pack/604811](http://www.tpacademytrust.org/web/application_pack/604811) |
| Application Form | [www.tpacademytrust.org/web/application\_pack/604811](http://www.tpacademytrust.org/web/application_pack/604811) |
| Equality and Diversity Monitoring Form | [www.tpacademytrust.org/web/application\_pack/604811](http://www.tpacademytrust.org/web/application_pack/604811) |



**St Dennis Primary Academy**

This is an exciting opportunity to join a happy and thriving village school. We are seeking to appoint a teaching assistant in our purpose-built EYFS building, to join our friendly and supportive team. This is a fixed-term position until the end of this academic year.

We are looking to appoint an enthusiastic, motivated and creative teaching assistant and lunchtime supervisor. At St Dennis Primary Academy, the children are at the very heart of all we do, and we work to ensure that ‘everyone matters, everyone succeeds and every moment counts’.

The successful candidate will:

* Have experience and skills to work with pupils with specific educational needs within an Early Years setting
* Be able to support the professional work of the teacher within the classroom.
* Have a desire to enthuse and inspire children with a range of needs.
* Be effective in forming positive relationships with pupils, staff and parents.
* Have good communication and organisational skills.
* Demonstrate the ability to work proactively and with flexibility as part of a team.
* Have a ‘can do’ positive attitude and a good sense of humour.

|  |  |
| --- | --- |
| **Job Title:** | EYFS Teaching Assistant (Band 2) |
| **Pay Point / Pay Range:** | TPAT Point 4 |
| **Full Time Equivalent Annual Salary:** | £19,066  (if paid over 52 weeks) pro rata |
| **Actual Annual Salary for this Role:** | £2557.39 |
| **Contract Type:** | Fixed Term until 31.08.2023 |
| **Hours Per Week / Weeks Per Year** | Hours – EYFS Teaching Assistant - 6 per week (2 mornings)  Working Weeks – 38 working weeks  Paid Weeks – 43.128 paid weeks |
| **Closing Date:** | 12 midnight on 25.11.22 |
| **Proposed Shortlisting Date:** | 28.11.22 |
| **Proposed Interview Date:** | Week beginning 28.11.22 |

|  |  |
| --- | --- |
| To find out more about [insert school name], please visit: | <https://www.stdennis.academy/> |
| To discuss this position please contact the Headteacher: | [head@stdennis.tpacademytrust.org](mailto:head@stdennis.tpacademytrust.org)  01726 822546 |
| Application packs can be downloaded from: | [www.tpacademytrust.org/web/application\_pack/604811](http://www.tpacademytrust.org/web/application_pack/604811) |
| Please email your completed application form and equality & diversity monitoring form by the closing date to: | [office@stdennis.tpacademytrust.org](mailto:office@stdennis.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.*

|  |  |
| --- | --- |
| **School Information for Applicants** | |
| **School Address:** | St Dennis Primary Academy, Carne Hill, St Dennis, St Austell PL26 8AY |
| **School Telephone Number:** | 01726 822546 |
| **School Email Address:** | [office@stdennis.tpacademytrust.org](mailto:office@stdennis.tpacademytrust.org) |
| **Name of Headteacher:** | Mrs Cathy Brokenshire |
| **Website Address:** | <https://www.stdennis.academy/> |

A picture containing text, shop

Description automatically generated

|  |
| --- |
| **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.

**‘Everyone matters, everyone succeeds, every moment counts.’**

At St Dennis Primary Academy, we whole heartedly believe that children learn best when they are happy, feel safe and are engaged. We pride ourselves on nurturing every child and recognising them as an individual with special strengths and talents. Because of this, our children feel good about themselves, are happy and love coming to school. Relationships are central to this, so we value working together with our families and the local community. We have six core values that are at the very heart of all we do: aspiration, courage, achievement, teamwork, responsibility and friendship.

A picture containing text

Description automatically generated

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.

Mrs Cathy Brokenshire – 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.

|  |
| --- |
| **General Background** |
| St Dennis Primary Academy is located in the village of St Dennis which is situated approximately six miles west of the coastal town of St Austell. This means we have quick access to the A30 and golden beaches as well as beautiful countryside and moorland.  The school caters for children between the ages of 2 and 11 with an onsite nursery providing opportunities for  younger children. We currently have 228 pupils on roll and offer a rich & diverse curriculum, as well as a full  programme of before & after-school activities. In 2014 we joined the Truro and Penwith Academy Trust and enjoy  working collaboratively with our partner schools as well as having excellent links with Brannel School and other schools in our cluster.  Ofsted 2017 - ‘A positive climate for learning exists across the school. Classrooms are calm, orderly and purposeful. Pupils talk confidently about their learning, work well together and share their ideas. They enjoy learning from each other and learning key life skills about cooperation.’ |

|  |
| --- |
| **Class Organisation** |
| The school currently has 207 children on roll in seven classes.   |  |  | | --- | --- | | Nursery - Oula | Mrs Edmunds (Nursery Manager) | | Reception- Kroenek | Miss Stokes (EYFS Lead) and Mrs Rogers | | Year 1 - Sort | Mrs Lawford | | Year 2 - Gwiwer | Miss Csehi and Mrs Bateson | | Year 3 - Brogh | Mr Vincent | | Year 4 - Lowarn | Mr Bradbeer and Mrs Rogers | | Year 5 - Godh | Mrs Warren | | Year 6 - Pedrevan | Mrs Nash (Deputy Head Teacher) and Mrs Pickford | |

|  |
| --- |
| **Staff Organisation** |
| St Dennis Primary Academy has a Headteacher, a Deputy Headteacher who teaches three days a week and a part-time SENCo. We also have five full-time teachers, three part-time teachers, a Nursery Manager, a Parent Support Advisor and a part-time Librarian. In addition, we have fourteen teaching assistants, the majority of whom are also HLTAs and every member of staff is key to our teaching and learning team.  All Teachers and one of our HLTAs have responsibility for a subject area within our rich and diverse curriculum.  We also have a school secretary and a site supervisor. Both our catering and cleaning contracts are provided by outside companies.  We are strongly committed to staff development and learning. |

|  |
| --- |
| **Our Curriculum** |
| At St Dennis Primary Academy, we are passionate about ensuring our curriculum is designed to broaden horizons. We intend to provide a wealth of opportunities and engage and motivate our children so that by the time they leave, they have the greatest number of choices and options open to them.  Our curriculum reflects our key values, which have personal development at their core. These weave through every aspect of our curriculum along with spiritual, moral, social and cultural development.  We have identified key drivers that are based around factors we have considered - how we can make the most of our local and regional location, how can we best champion the culture and climate we value, and what backgrounds and previous experiences our pupils have. These drivers are real-life experiences, oracy, environment, community and wellbeing and they help to ensure that every child, irrespective of their starting point, achieves at the very highest standards, develops life-long skills such as independence, confidence, resilience along with the virtues of empathy, kindness and respect.  St Dennis Primary Academy is passionate about reading and storytelling. It is at the heart of our curriculum because we know that the capacity to learn and to enjoy learning goes hand-in hand with reading skill. Therefore, we strive to nurture life-long readers. Oracy also underpins our curriculum implementation and pupils are ‘taught to talk’ and ‘learn through talk’ thus developing physical, linguistic, cognitive and social and emotional skills. With both reading and oracy being central to our curriculum implementation, we ensure that vocabulary which enriches knowledge and understanding about the world is taught.  Each year group studies a new topic every half term which is approached through a ‘Big Question’. This ignites a thirst for knowledge through investigation, engagement, imagination, thought and discussion. Our ‘Big Questions’ do not have one correct answer and inspire the need to explore every possibility and share findings.  In order to explore, a range of stimulating and high-quality resources and experiences are utilised. These include our ‘Stunning Starts’ where an engaging activity brings a topic to life and launches the ‘Big Question’. Real-life experiences are key, so we use visits and visitors to enhance and deepen knowledge as they provide opportunities for generating questions and further enquiry and research. We also introduce our pupils to a diverse range of art, music and drama. We like to take advantage of experiences and opportunities that arise; these might link to local, national or international events. All topics culminate in a ‘Fabulous Finish’ where parents, carers and family members are invited into school to share in our pupils’ findings.  Further enrichment is through our ‘Dazzle Days’. These fortnightly days are a creative way of enriching our curriculum further and enabling our children to experience their learning in a way that challenges them and gives opportunities for all children to ‘dazzle’ us in a wide range of ways. We also deliver a vast array of extra-curricular opportunities and outdoor learning where every child can be involved. These experiences, along with the teaching of a range of rich vocabulary within our designed curriculum, give our children the essential knowledge and cultural capital they need to succeed now and in the future.  Throughout our curriculum, we weave the British Values of democracy, individual liberty, the rule of law, mutual respect and tolerance of those with different faiths and beliefs, and we explicitly encourage them to value diversity. PSHE learning is also inherent in all curriculum areas and is routed in three core themes: health and well-being, relationships and living in the wider world. Responsibility is key within our curriculum and this is particularly evident through our Mentors, School Council and Eco Council, whose projects lead into whole-school learning.  When implementing our curriculum, we adhere to our Trauma and Mental Health Informed School Relationship  Policy where we are committed to educational practices which protect, relate, regulate and reflect. |

|  |
| --- |
| **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:   |  |  | | --- | --- | | Contact Name: | Julie Crawford (School Secretary) | | Contact Email Address: | [office@stdennis.tpacademytrust.org](mailto:office@stdennis.tpacademytrust.org) | | Contact Telephone Number: | 01726 822546 |   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: | Friday 25th November 2022 |   Completed applications must be returned to the email address above and be received by 12 Midnight on the closing date provided.   |  |  | | --- | --- | | Interview Date(s): | Week beginning Monday 28th November 3033 |   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. |