



**Truro and Penwith  
Academy Trust**

## Vacancy Information Pack

<b>School Name:</b>	Nancledra School
<b>Job Title:</b>	Higher Level Teaching Assistant (HLTA)

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## Nancludra School

<b>Job Title:</b>	Higher Level Teaching Assistant (Supervisory)
<b>Pay Point / Pay Range:</b>	TPAT Point 9
<b>Full Time Equivalent Annual Salary:</b>	£26,369 (if paid over 52 weeks) pro rata
<b>Actual Annual Salary for this Role:</b>	£17,172.37
<b>Contract Type:</b>	Permanent
<b>Hours Per Week / Weeks Per Year</b>	Hours – 28.75 hours per week Working Weeks – 38 working weeks Paid Weeks – 43.699 paid weeks
<b>Closing Date:</b>	12 midnight on 1 October 2023
<b>Proposed Shortlisting Date:</b>	Monday 2 October 2023
<b>Proposed Interview Date:</b>	Monday 9 October 2023

Nancludra Primary School is a forward thinking, high-achieving and nurturing school which has high aspirations for both its families and children, and its team of dedicated and talented staff. Our aim is for all pupils to leave Nancludra as happy, confident, independent learners who are not only curious about the world around them but who are also able to contribute to it being a better place for one and all. Positive relationships are the beating heart of our school as it is our belief that children need a strong sense of belonging to thrive; we are immensely proud of the productive, caring partnerships we have with both our families and the wider community.

Are you a nurturing and knowledgeable early years practitioner? Do you possess initiative and the desire to develop your own professional practice? Would you like to be part of a caring and committed team who work tirelessly, together for the greater good of the children, families and staff of Nancludra?

Nancludra are looking to appoint a Higher-Level Teaching Assistant (HLTA), to support the teaching and learning in a Reception and Year One class. The role will require a good understanding of child development and, due to the mixed aged nature of this class, being able to effectively take ownership of delivering the

teaching and learning of either the Reception or Year One curriculum. This post is suitable for experienced candidates, those new to the role and ECTs who may be looking to gain experience of planning and working with an outstanding, experienced early years practitioner. We welcome and encourage visits, a Teams or telephone conversation, all of which can be arranged by contacting our office.

**We expect the successful candidate to:**

- Be able to take ownership in delivering high-quality learning experiences for all pupils.
- Be able to build positive relationships with all pupils and adults within the Nancledra community.
- Have high expectations of learning and behaviour and inspire and motivate our children to succeed.
- Have excellent numeracy/literacy skills equivalent in English and Maths, and ICT skills sufficient to advance pupils' learning.
- Be pro-active in supporting all children to achieve.
- Have a secure knowledge of the EYFS Framework.
- Seek to make learning a purposeful and positive experience.
- Communicate well with parents, carers and members of staff, as well as pupils, in both oral and written form.
- Work well as part of a team and demonstrate flexibility when needed.
- Be willing to contribute to the wider school life including covering playtime duties and other classes as and when required.

**In return you will receive:**

- A supportive school community, committed to the wellbeing of both its staff and pupils.
- Pupils who are eager to learn and keen to try new things.
- Opportunities to grow and develop through well-evidenced professional development.
- Supportive parents.
- A pro-active governing body.
- A collaborative and forward-thinking Trust.

To find out more about Nancledra please visit:	<a href="#">Nancledra Primary School Penzance - Home Page</a>
To discuss this position please contact the Headteacher: Helen O'Kane	hokane@nancledra.tpacademytrust.org 01736 740409
Application packs can be downloaded from:	<a href="http://www.tpacademytrust.org/web/application_pack/604811">www.tpacademytrust.org/web/application_pack/604811</a>
Please email your completed application form and equality & diversity monitoring form by the closing date to:	nancledra@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>	Nanclendra School, Nanclendra, PENZANCE, Cornwall, TR20 8NB
<b>School Telephone Number:</b>	01736 740409
<b>School Email Address:</b>	nanclendra@tpacademytrust.org
<b>Name of Headteacher:</b>	Helen O'Kane
<b>Website Address:</b>	<a href="#">Nanclendra Primary School Penzance - Home Page</a>



## 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.

Thank you for showing an interest in applying for the Higher-Level Teaching Assistant role in our vibrant community-centred school. We hope the information below will give you a clear insight into our school and the main aims and priorities we share for all our children and staff. We are set in an idyllic, rural location which we wholeheartedly embrace. But, our continued success relies heavily on the strong team-spirit of all who work in Nanclendra: the talented team of staff; the dedicated cook; the innovative Friends of Nanclendra School; and of course, the curious caring, hard-working children – together we achieve so much more!

We welcome visitors as this is the best way to see the school, feel the community spirit, experience our creative and knowledge rich curriculum and meet our

motivated and inquisitive children. Please phone the school telephone number provided if you would like to arrange to look around.

## General Background

Nanchedra was built in 1875 and the now Chair of Governors is the granddaughter of the little girl who turned the key in the school lock on the first day it opened. Whilst it has most certainly moved with the times, the community is still very much the beating heart of the school. It serves a mixed community of both local farming families alongside families from Carbis Bay and St Ives who travel the extra distance to ensure their child receives a high-quality, nurturing schooling experience built upon high-expectations and positive relationships.

Nanchedra is part of Truro and Penwith Academy Trust (TPAT). 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

Class One: Reception & Year One

Class Two: Year Two (Year Ones join two afternoons a week)

Class Three: Year Three & Year Four

Class Four: Year Five & Year Six

## Staff Organisation

Headteacher: Helen O'Kane

Deputy Headteacher & SENDCO: Alison Ashby

Class One Teacher: Alison Ashby

Class Two Teacher: Georgia Barker (Mon-Thurs) Helen O'Kane (Fri)

Class Three Teacher: Chris Parker

Music Teacher & Music Lead: Lucy Clough

Support Staff: Julie Goldsmith, Hayley Stephens, Gemma Tredwin, Luci Dyke, Hayley Stevens, Julia Hodder, Vickie Friggens, Fi McLeod, Donna Sear

Forest School Leader: Helen Carver

Secretary: Leanne Jackson

Cook: Dianne Simmons

Cleaner: Jane

We are strongly committed to staff development and adopt a professional growth performance management approach.

## Our Curriculum

We value knowledge as believe this ensures all children are able to develop strong voices which will be heard loud and clear in the future. We use the Primary Knowledge Curriculum for Science, History, Geography, Art and DT. We primarily use White Rose to support our Maths provision. We use Little Wandle Phonics to teach children how to read; a whole class guided reading approach underpinned with diverse, quality texts and explicit vocabulary instruction to teach children how to read effectively and to develop a love of reading; and our writing approach is underpinned with real purpose and delivered through both storytelling and explicit sentence level instruction.

Our teaching and learning approach leaves nothing to chance; we connect, model, scaffold, and guide through every stage of the learning process – always checking for understanding along the way.

In addition to prioritising knowledge, we champion real, enriching experiences to deepen the children's learning or to simply spark joy. We have a dedicated Forest School leader in school every Friday; PE coaches who teach twice a week; and a qualified music teacher to teach all Nancledra children music. In addition to this, the team of teachers are incredibly dedicated in seeking out purposeful opportunities to link the children's learning with the outdoors and their locality.

## 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:	Helen O'Kane
Contact Email Address:	<a href="mailto:hokane@nancledra.tpacademytrust.org">hokane@nancledra.tpacademytrust.org</a>
Contact Telephone Number:	01736 740409

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:	12 Midnight on 1 October 2023
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Completed applications must be returned to the email address above and be received by 12 Midnight on the closing date provided.

Interview Date(s):	Monday 9 October 2023
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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.