



# Richard Lander School

## Truro



# Application Pack

## PE Technician

Cornwall Council Grade 1 Step 1 £23,151 FTE (£19,909 actual)

Fixed Term for 1 year  
Start Date: ASAP

37 Hours per week term time plus inset



June 2024

Dear Candidate,

**Re – PE Technician – 1 year fixed term**

Please find enclosed an application form and details for the above post at this school.

**The Role:**

To take a pro-active role and provide high quality support for specific and/or groups of students in both core and examination PE and to support the delivery of high-quality extra-curricular clubs, practices and fixtures at lunchtime and after school in line with all PE staff.

If you would like to discuss the post further or arrange a visit to the school please contact Mrs Harrison, Personnel Officer, on email [vharrison@richardlander.cornwall.sch.uk](mailto:vharrison@richardlander.cornwall.sch.uk).

Our school is welcoming and supportive, with a strong value placed on 'being the best you can be' and staff and students on a mission to achieve great outcomes for all our students.

This position is full time and fixed term for 1 year.

Please see our job description and person specification for more details of this exciting post.

**The School:**

At Richard Lander School everybody works hard and is committed to providing the best opportunities for the children in our school. We were inspected by OFSTED in 2023 and were graded as a Good school.

We hope after reading our details and person specification that you will want to join our team.

**Completed forms should be submitted to [vharrison@richardlander.cornwall.sch.uk](mailto:vharrison@richardlander.cornwall.sch.uk). Interviews will be held on a rolling basis.**

Can I take this opportunity of thanking you for your interest in the position at Richard Lander School. If you do not hear anything from us within 28 days you can assume your application was unsuccessful.

With best wishes for the future.

Yours sincerely,

Mr Steve Mulcahy  
Headteacher



## Background for Prospective Candidates

Come and work for a great school in a great location.

### Where are we?

Cornwall has far more than just beaches, surfing and world heritage countryside, we also have some of the best schools in the country with the space, facilities and drive to give the best possible education to the students we serve.

Truro is Cornwall's county town, it's only city and the most southern city in mainland Great Britain. Truro has a booming population thanks to its location in the heart of the county and is a centre for art, culture and entertainment.

The school is situated to the West of the city centre and serves the beautiful coastal communities of St. Agnes and Porthtowan as well as communities closer at hand.

### The School

Richard Lander School is Truro's largest secondary school. Richard Lander is highly regarded in the area and oversubscribed in several year groups. We have 1500 students on roll. Mr Steve Mulcahy, has been our Headteacher since 2008. We were inspected by OFSTED in 2023 and were graded as a Good school.

We have an ARB for up to 15 students on site which is very much part of our school.

### Our Ethos

At the heart of our work is a desire to see all our young people and staff develop their gifts and talents to their full potential. Some people call this ambition, we call it 'being the best you can be'. Our standards are high and our aim is for all children to achieve their full potential, both academically and socially.

### The Application

Please see the job description for more details of this exciting post.

Prospective candidates are very welcome to arrange to visit the school by calling the school on 01872 273750 and asking for Mrs Harrison. Interviews will be held on a rolling basis.

Please send your completed forms to the school for the attention of Victoria Harrison, Personnel Officer, [vharrison@richardlander.cornwall.sch.uk](mailto:vharrison@richardlander.cornwall.sch.uk). If the on-line application through TES is used, candidates need to download a Safeguarding Self-Declaration form from the vacancies page on the school website and e-mail it separately to Victoria Harrison. Applications should address the items included on the person specification and only candidates who meet the essential criterion will be shortlisted.

### The Interview Process

Candidates who are shortlisted for the position will be contacted by a telephone call and this will be followed up with an e-mail.

- In line with Keeping Children Safe in Education 2022, as part of the shortlisting process, the school may carry out an online search on shortlisted candidates
- All interviews will be face to face and will explore the candidate's suitability for the position.
- Applications will be scrutinised and discrepancies or anomalies in work related history, experience and qualifications will be discussed at the interview stage.
- Successful candidates will be required to achieve a full enhanced DBS disclosure and 2 satisfactory references.

### Prepared by

- Mr Steve Mulcahy, Headteacher
- Mrs Jenny Griffiths, Deputy Headteacher
- Mrs Victoria Harrison, Personnel Officer

#### Safeguarding

Richard Lander School is committed to safeguarding and promoting the welfare of all children.  
We expect all our team members to share this commitment.



## **Richard Lander School**

### **Teaching Assistant Job Description**

<b>Job start:</b>	ASAP
<b>Interviews:</b>	<b>Will be held on a rolling basis on receipt of suitable applicants</b>
<b>Salary:</b>	£23,151 FTE
<b>Contract type:</b>	37 Hours per week Term Time plus inset (44.849 paid weeks)
<b>Contract term:</b>	Fixed term for 1 year

#### **Main purpose of the job**

To take a pro-active role and provide high quality support for specific and/or groups of students in both core and examination PE and to support the delivery of high-quality extra-curricular clubs, practices and fixtures at lunchtime and after school in line with all PE staff.

#### **Duties and responsibilities:**

1. Provide high quality support in lessons for specific students and/pr groups of student in both Core and Examination PE
2. To support the delivery of high quality extra-curricular clubs, practices and fixtures, at lunchtime and after school in line with all PE staff.
3. To assist with keeping up to date participation records for extra-curricular clubs, fixtures and events.
4. Purchasing, stock checking and maintaining PE equipment and kit
5. Undertake administration tasks within the PE department
6. Ensure all stores are kept clean and safe and that all equipment is accessible and stored correctly.
7. To help prepare resources and equipment for PE lessons and extra-curricular activities.
8. To act a responsible member of school staff on trips, fixtures and events.
9. To undertake safeguarding and first aid training and any other training needs as identified by the school.
10. To be aware of confidential issues linked to the student (including issues outside of school) and to ensure the confidentiality of such sensitive information.
11. To remain aware and work within all relevant school working practices, policies and procedures.
12. To attend staff meetings and school-based INSET as required.
13. The post holder is responsible for his/her own self-development on a continuous basis.
14. To be aware of and work in accordance with the school's child protection policies and procedures, and to raise any concerns about any student, in line with school policy.
15. To be aware of and adhere to applicable rules, regulations, legislation and procedures including the Schools Equal Opportunities Policy and Code of Conduct, national legislation (including Health and Safety, Data Protection).
16. To undertake other duties appropriate to the grading of the post as required.



## PERSON SPECIFICATION

ATTRIBUTES	ESSENTIAL	DESIRABLE	HOW IDENTIFIED
<b><u>Relevant Experience</u></b>	Good standard of practical knowledge, skills and experience of working with children.	Experience of working with children within a classroom environment or similar - either at different key stages or within different departments.	Application form.  Interview.
<b><u>Education &amp; Training</u></b>	<p>Attainment of GCSE grade C or above in English and Maths (or able to demonstrate equivalent numeracy and literacy skills to a level 2 standard of education).</p> <p>Computer literate with experience of Microsoft Office applications.</p> <p>Communication – demonstrates a good level of spoken and written skills.</p>	<p>Educated to Level 3/A Level standard or equivalent.</p> <p>Working towards attainment of a recognised teaching qualification.</p> <p>Good understanding of child development and learning.</p> <p>Good understanding of school policies and procedures relating to health and safety, behaviour, attendance, equal opportunities and child protection.</p>	Application form.  Interview.
<b><u>Special Knowledge &amp; Skills</u></b>	<p>To be aware of and support difference and ensure all pupils have equal access to opportunities to learn and develop.</p> <p>Self-motivated and able to work constructively, and with minimum supervision, as well as part of a team.</p> <p>Ability to work to deadlines and organised approach to working under pressure.</p> <p>Ability to use initiative and to contribute to the production of effective learning resources.</p> <p>Open to learning and flexible to changing circumstances.</p>	Knowledge of a range of issues relevant to education and to learning support in particular.	Interview.



	<p>Has a positive outlook, sense of humour and a patient &amp; friendly approach.</p> <p>Is courteous and professional at all times.</p> <p>Has an excellent attendance record.</p>		
<b><u>Any Additional Factors</u></b>	<p>An interest in children and education.</p> <p>An awareness, understanding and commitment to the protection and safeguarding of children and young people.</p>	<p>Extra-curricular talent or skill that candidate could bring to enhance the learning environment.</p> <p>Has an interest or awareness of various Special Educational needs and disabilities and their associated impact factors on Children and young people.</p>	Interview.

**Job Description and Person Specification Reviewed:** June 2024

#### **Special Conditions related to the post**

*The school is committed to safeguarding, promoting the welfare of children and to ensuring a culture of valuing diversity and ensuring equality of opportunities.*

Successful applicants must be suitable to work with children and will need to undertake the following before commencing employment:

Enhanced Disclosure & Barring Service (DBS) Certificate with barred list information

Receipt of two satisfactory employer references one of which must be from your current or most recent employer

Satisfactory verification of relevant qualifications

Satisfactory health check

All new employees will be required to undertake mandatory training required by the school.

<b>How to apply:</b>	<p>Complete the relevant applications form, equal opportunities and self-declaration form. Please note that applications will not be accepted unless on the attached application form. CVs are not accepted.</p> <p>Expressions of interest should be sent via e-mail to Victoria Harrison, Personnel Officer, <a href="mailto:vharrison@richardlander.cornwall.sch.uk">vharrison@richardlander.cornwall.sch.uk</a></p>
<b>Contact details:</b>	<p>Address: Mrs Victoria Harrison, Personnel Officer Richard Lander School, Higher Besore Road, Truro, TR3 6LT Tel: 01872 273750</p>
<b>Closing date:</b>	<p><b>Interviews will be held on rolling basis.</b></p> <p>Please note that if you have not received a reply within 28 days of the closing date you must assume that, on this occasion your application has been unsuccessful.</p>