



**Truro and Penwith
Academy Trust**

Vacancy Information Pack

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| School Name: | Nancledra School |
| Job Title: | SEN Teaching Assistant – |

| Information Pack Contents | |
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| Advertisement | Provided in this document |
| School Information for Applicants | Provided in this document |
| Welcome to Our School | Provided in this document |
| General Background | Provided in this document |
| Class Organisation | Provided in this document |
| Staff Organisation | Provided in this document |
| Our Curriculum | Provided in this document |
| Safeguarding | Provided in this document |
| Application Information | Provided in this document |
| Job Description | Attached |
| Person Specification | Attached |
| Letter from Chair of Board of Trustees | www.tpacademytrust.org/web/application_pack/604811 |
| Application Form | www.tpacademytrust.org/web/application_pack/604811 |
| Equality and Diversity Monitoring Form | www.tpacademytrust.org/web/application_pack/604811 |

Nancledra School

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| Job Title: | SEN Teaching Assistant |
| Pay Point / Pay Range: | Point 4 |
| Full Time Equivalent Annual Salary: | £22,361 |
| Actual Annual Salary for this Role: | £11,219.24 |
| Contract Type: | Permanent |
| Hours Per Week / Weeks Per Year | 22.15 / 38 working weeks / 43.699 paid weeks |
| Closing Date: | Midnight Monday 14 th October |
| Proposed Shortlisting Date: | Monday 14 th October |
| Proposed Interview Date: | TBC |

Nancledra 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 Nancledra as happy, confident, independent learners who are not only curious about the world around them but who can also 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 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 consistently together for the greater good of the children, families and staff of Nancledra?

- Nancledra are looking to appoint a SEN Teaching Assistant to primarily support an EYFS child who is joining our Reception class who has an EHCP related to speech, language and communication needs. This will be for five mornings and one afternoon.
- The role may require some phonics teaching phonics, using Little Wandle, to small nurture group or on a 1:1 basis.

- We are seeking candidates who are committed to both engaging pupils with high-quality, adaptive support to accelerate pupil progress whilst also possessing an unswerving belief in self-reflection, collaboration, teamwork and feedback.
- 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 passionate about delivering high-quality learning experiences for all pupils.
- Be able to build positive relationships with all pupils and adults within the Nancledra community.
- Be eager to grow and develop as an Early Years practitioner.
- Have high expectations of learning and behaviour and inspire and motivate our children to succeed.
- 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.

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.

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| To find out more about Nancledra please visit: | Nancledra Primary School Penzance - Home Page |
| To discuss this position please contact the Headteacher: Helen O'Kane | hokane@nancledra.tpacademytrust.org 01736 740409 |
| Application packs can be downloaded from: | www.tpacademytrust.org |
| 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.

| School Information for Applicants | |
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| School Address: | Nanclendra School, Nanclendra, PENZANCE, Cornwall, TR20 8NB |
| School Telephone Number: | 01736 740409 |
| School Email Address: | nanclendra@tpacademytrust.org |
| Name of Headteacher: | Helen O'Kane |
| Website Address: | Nanclendra Primary School Penzance - Home Page |



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 Reception Class Teacher 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 whole-heartedly 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

Nancludra 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.

Nancludra 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 (17 children but year One will join for two afternoons a week)

Class Two: Year One & Year Two

Class Three: Year Three & Year Four

Class Four: Year Five & Year Six

Staff Organisation 2023-24

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| Headteacher: | Helen O'Kane |
| Class One Teacher: | Ella Short |
| Class Two Teacher: | Megan Trewartha |
| Class Three Teacher: | Chris Parker |
| Class Four Teacher: | Louise Williams |
| Music Teacher & Music Lead: | Lucy Clough |
| Support Staff: | Natalie Carney, 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 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:

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| Contact Name: | Helen O'Kane |
| Contact Email Address: | hokane@nancledra.tpacademytrust.org |
| 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

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| Closing Date: | 12 Midnight on 14 October 2024 |
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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.

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| Interview Date(s): | To be confirmed |
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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.