

**Vacancy Information Pack**

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| **Job Title:** | Senior Learning Support Assistant |

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| **Information Pack Contents** |  |
| Advertisement | Provided in this document |
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| Welcome to St Ives School | Provided in this document |
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| Job Description and Person Specification | Attached |
| Letter from Chair of Board of Trustees | [www.tpacademytrust.org/application-packs/](http://www.tpacademytrust.org/application-packs/) |
| Application Form | [www.tpacademytrust.org/application-packs/](http://www.tpacademytrust.org/application-packs/) |
| Equality and Diversity Monitoring Form | [www.tpacademytrust.org/application-packs/](http://www.tpacademytrust.org/application-packs/) |



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| **Job Title:** | Senior Learning Support Assistant |
| **Pay Point / Pay Range:** | TPAT Point 7 |
| **Full Time Equivalent Annual Salary:** | £19,975 (if paid over 52 weeks) pro rata |
| **Actual Annual Salary for this Role:** | £15,629.37  FTE Annual Salary ÷ 37 ÷ 52.14 x 35 x 43.128 |
| **Contract Type:** | Permanent |
| **Hours Per Week / Weeks Per Year** | Hours – 35 hours per week  Working Weeks – 38 working weeks + 5 inset days  Paid Weeks – 43.128 paid weeks |
| **Closing Date:** | 12 midnight on Wednesday 8th December 2021 |
| **Proposed Shortlisting Date:** | Thursday 9th December 2021 |
| **Proposed Interview Date:** | Friday 10th December 2021 |

Are you enthusiastic and innovative and able to inspire your students to love learning? Are you looking for a role in a school where you will be part of a dedicated and supportive staff team? Do you share our ethos of nurturing every child’s potential and our commitment to providing effective support to remove barriers to learning? Our SEND team is looking to expand our expertise to provide individual support for our most vulnerable learners. You would be joining a dedicated and committed team. We are looking for a talented and solution focused individual with the ability to plan and deliver small group and one to one intervention and support students in lessons.

If you have the energy, skills and motivation to make a difference in our thriving school community, we would welcome your application.

We are also offering potential candidates an opportunity to attend an informal virtual meeting with Mrs Joanna Wright, SENDCo, prior to application or interview on Friday 3rd December @ 4.00pm. Please email Cherie Bayfield, PA to Headteacher, if you would like to attend.

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| To find out more about St Ives School, please visit: | www.st-ives.cornwall.sch.uk |
| To discuss this position please contact the Head of School: | Email: head@st-ives.cornwall.sch.uk  Telephone: 01736 795608 |
| Application packs can be downloaded from: | [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: | [recruitment@st-ives.cornwall.sch.uk](mailto:recruitment@st-ives.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 of 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:** | St Ives School, Higher Tregenna, St Ives, TR26 2BB |
| **School Telephone Number:** | 01736 795608 |
| **School Email Address:** | [recruitment@st-ives.cornwall.sch.uk](mailto:recruitment@st-ives.cornwall.sch.uk) |
| **Name of Head of School:** | James Butterworth |
| **Website Address:** | [www.st-ives.cornwall.sch.uk](http://www.st-ives.cornwall.sch.uk) |

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| **Welcome to St Ives School “Every Child, Inspiring Learning, Every Day”** |

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.

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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| **Our Curriculum** |
| For further information about our curriculum, please visit our website: [www.st-ives.cornwall.sch.uk](http://www.st-ives.cornwall.sch.uk) . |

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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 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:** | Mrs Joanna Wright | | **Contact Email Address:** | jwright@st-ives.cornwall.sch.uk | | **Contact Telephone Number:** | 01736 795608 |   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:** | Monday 8th November 2021 |   Completed applications must be returned to the email address above and be received by 12 Midnight on the closing date provided.   |  |  | | --- | --- | | **Interview Date(s):** | To Be Confirmed |   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. |

Last updated 10 2021