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**Truro and Penwith
Academy Trust**

Vacancy Information Pack

School Name:	Kehelland Village School
Job Title:	Teaching Assistant

Information Pack Contents	
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

Kehelland Village School



Job Title:	Teaching Assistant (Band 2) and Lunchtime Supervisor
Pay Point / Pay Range:	TPAT Point 4 (24 hours per week) TPAT point 1 (2.5 hours per week)
Full Time Equivalent Annual Salary:	£22,361 (if paid over 52 weeks) pro rata for TA role £22,177 (if paid over 52 weeks) pro rata for lunchtime supervisor role
Actual Annual Salary for this Role:	£12,156.29 for Teaching Assistant role £1255.86 for Lunchtime supervisor role
Contract Type:	Permanent Variable Hours
Hours Per Week / Weeks Per Year	Monday and Friday 10.30-3.15 Tuesday, Wednesday, Thursday 10.30-5.00 TOTAL Hours FOR both ROLES – 26.5 hours (24 TA, 2.5 Lunchtime supervisor) Working Weeks – 38 working weeks Paid Weeks – 43.128 paid weeks
Closing Date:	Wednesday 10 th July MIDDAY
Proposed Shortlisting Date:	Thursday 11 th July
Proposed Interview Date:	Wednesday 17 th July



**Kehelland
Village
School**

Kehelland, Camborne, TR14 0DA

Phone: 01209 643143

Email: kehelland@tpacademytrust.org

Head Teacher: Mrs Ellie Watkins

Teaching Assistant and Lunchtime Supervisor Vacancy

Kehelland Village School are looking for a dedicated, enthusiastic individual to join our team, **from 3rd September 2024**, supporting our wonderful children with their development in learning and wellbeing.

Initially this post is in a KS2 class where the role is to support groups and individuals as needed and directed by the class teacher, and during after school club. The role also requires lunchtime supervisory duties where you would be working with children from across the school.

We can offer a fantastic team to work with, who work hard with enthusiasm and joy to deliver the very best outcomes for children. We have a collaborative and fulfilling workplace, where we look after each other and thoroughly enjoy what we do. No two days are the same and we actively encourage applications from individuals with a deep seated desire to care for others. We have a wonderful school that we and the children are proud of. We have caring, respectful and happy children who are a pleasure to work with. An outstanding sense of humour and love of children are essential!

Being in a small school we all work across the school to ensure the children are our priority and that their needs are front and centre of all we do. We have a very inclusive and flexible approach to education. Nurture, problem solving and a willingness to think creatively to solve problems are also important skills to have.

At Kehelland we value each other as individuals and our children as individuals. Our core values run through all we do: We are Safe

We are Loved

We are Joyful

We Succeed

We are Making Memories

If you identify with the above then we would love to consider you for the post. Please do not hesitate to ring the school and speak with the Headteacher, Mrs Ellie Watkins, if you have any further questions.

To find out more about Kehelland school, please visit:	Kehellandschool.co.uk
To discuss this position please contact the Headteacher:	Email - ewatkins@kehelland.tpacademytrust.org Telephone – 01209643143
Application packs can be downloaded from:	www.tpacademytrust.org/web/application_pack/604811
Please email your completed application form and equality & diversity monitoring form by the closing date to:	Miss Emma Young, School Secretary: kehelland@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:	Kehelland Village Primary School Kehelland Camborne Cornwall TR14 0DA
School Telephone Number:	01209643143
School Email Address:	kehelland@tpacademytrust.org
Name of Headteacher:	Mrs Ellie Watkins
Website Address:	Kehellandschool.co.uk

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.

We work hard in our small family school to cultivate the highest standard of teaching and learning. We pride ourselves on nurturing individual character alongside the delivery of a broad, exciting, subject based curriculum. We are a warm hearted, joyful school where individuals are valued and learning is blooming.

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

Kehelland Village School is located between the coastal village of Gwithian and the town of Camborne. We cater for children between the ages of 4 and 11, and currently have 79 children on roll. We are a small and dedicated team with excellent, strong links to our local community.

Our motto is part of our DNA. Children and staff operate with this in mind always. We have a shared understanding that children and their experience are of the highest importance:

We are Safe

We are Loved

We are Joyful

We Succeed

We are Making Memories

Our ethos is to nurture every child and member of our community to ensure that individuals and individual skills and qualities are developed to be successful. To ensure that children are equipped for a life in a constantly changing world, to be able to make positive contributions to society and have confidence and self-belief.

Class Organisation

Our school has three classes, named after lighthouses.

Longships - EYFS, Y1 and Y2.

Trevose – Y3 and Y4.

Tater Du – Y5 and Y6.

Children work well in their mixed groups and also belong to “house” groups that we call Godrevy groups. They spend time weekly in these groups and we believe this cross-age group working is important for personal development.

Staff Organisation

The Headteacher is Mrs Ellie Watkins, she also has the SENDCO, Mental Health Practitioner, Safeguarding Lead and Designated Teacher Roles.

Mrs Marion Davies is the Assistant Headteacher, Leads EYFS, Phonics, RE and French and is the Deputy Designated Safeguarding Lead.

Our school secretary is Miss Emma Young.

All of our teaching staff lead curriculum areas as we are such a small and dedicated team. We wear many “hats” to ensure our children have the best experience at school, and we enjoy pitching in with whatever needs doing.

Our Curriculum

Our curriculum is subject based and planned along a rolling programme to ensure coverage and progression. The subjects are mapped out and led by teachers, who are very experienced and know their subjects very well. We ensure our children have a wide range of opportunities to explore their own skills and talents. Children have yearly opportunities to learn about their local area and have a sound understanding of what it means to be a part of a local community and yet have responsibilities to uphold globally, as citizens in a world that is ever changing. We do lots of outdoor learning based on play and nurture, have lots of after school clubs and active opportunities.

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. By virtue of the Rehabilitation of Offenders Act 1974 (Exceptions) Order 1975, Section 4(2) of the Rehabilitation of Offenders Act does not apply to this application as the post involves substantial opportunity of access to children. This means that you may not withhold information about previous convictions, cautions, reprimands bind-overs or warnings on the grounds that it is otherwise 'spent'. All criminal convictions must be declared. Failure to do so may result in your application being disqualified or, if discovered after appointment, may be regarded as grounds for dismissal.

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:	Miss Emma Young
Contact Email Address:	kehelland@tpacademytrust.org
Contact Telephone Number:	01209643143

Please note that CVs will not be accepted.

Application packs can be downloaded from: www.tpacademytrust.org/web/application_pack/604811

Closing Date:	Wednesday 10 th July 2024 at midday
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Completed applications must be returned to the email address above and be received by 12 midday on the closing date provided.

Interview Date(s):	Wednesday 17 th July 2024 proposed date
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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.