



**Truro and Penwith  
Academy Trust**

## Vacancy Information Pack

<b>School Name:</b>	Mithian School
<b>Job Title:</b>	Teaching Assistant & Lunchtime Supervisor

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## Mithian School

<b>Job Title:</b>	Teaching Assistant /Lunchtime Supervisor / HLTA
<b>Pay Point / Pay Range:</b>	Point 4 / 2 / (9 when covering the class)
<b>Full Time Equivalent Annual Salary:</b>	£22,361 / £22,269 / £28,294 (if paid over 52 weeks) pro rata
<b>Actual Annual Salary for this Role:</b>	£14,131.69 and £1,261.07
<b>Contract Type:</b>	Fixed Term
<b>Hours Per Week</b>	30.40 per week (TA 27.90 / Lunchtime Supervisor 2.50)
<b>Closing Date:</b>	09:00 on 8 <sup>th</sup> October 2024
<b>Proposed Shortlisting Date:</b>	8 <sup>th</sup> October 2024
<b>Proposed Interview Date:</b>	14 <sup>th</sup> October 2024

**Start Date:** 5 November 2024

**Salary:** Point 4 / 2 / 9 (when covering the class)

**Contract Type:** Fixed Term

**Application Close:** 09:00 8<sup>th</sup> October 2024

**Interview:** 14<sup>th</sup> October

## An exciting opportunity to join our friendly team

An exciting opportunity has arisen for a teaching assistant with HLTA qualification to join our team.

The role will primarily be based in our Y1&2 Class supporting the pupils and class teacher. There would also be regular opportunities to be paid as an HLTA.

This is a fixed term role in the first instance for 30.40 hrs per week from 08:45 – 15:15 Monday to Friday. This includes lunchtime duty.

Visits to the school are warmly welcomed by appointment.

*Truro and Penwith Academy Trust is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. If successful in being appointed to a post you will be expected to apply for a disclosure from the Disclosure and Barring Service as well as other employment checks before your appointment is confirmed.*

To find out more about Mithian School, please visit:	mithian.cornwall.sch.uk
To discuss this position please contact the Headteacher:	Email – clenihan@mithian.tpacademytrust.org Telephone – 01872 552711
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:	clenihan@mithian.tpacademytrust.org

Please note that successful candidates will be informed via email and telephone.

*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>	Mithian School, Part of Truro and Penwith Academy Trust, Buckshead, St Agnes, TR5 0XW
<b>School Telephone Number:</b>	01872 552711
<b>School Email Address:</b> <b>(Secretary)</b>	clenihan@mithian.tpacademytrust.org
<b>Name of Headteacher:</b>	Linda Garbett
<b>Website Address:</b>	mithian.cornwall.sch.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.

Mithian School is a small school near St. Agnes and has been part of the Truro and Penwith Academy Trust since 2015. We have four classes and currently have 85 pupils on roll.

Mithian School is a thriving place to learn. Our children have positive attitudes to learning and are proud of their school. We strive to create a happy, safe, caring environment in which every child can succeed and do their best.

Ofsted March 2024 *“Mithian School is a happy and harmonious environment”*

We welcome you to look around the school, as this is the best way to see our school environment. Please telephone or email the secretary to book an appointment.

Our School enjoys working collaboratively with our partner schools within Truro and Penwith Academy Trust.

## General Background

The school caters for children between the ages of 4 – 11. We run our own Nursery during the Summer term. We offer a rich and diverse curriculum, as well as a full programme of before and after school activities. We have been a PFI school since 2005 and all maintenance is undertaken by Mitie.

## Class Organisation

The school currently has 85 children on roll in four classes.

Class 4: EYFS and Nursery      Class 3: Year 1 & 2

Class 2: Year 3 & 4              Class 1: Year 5 & 6

## Staff Organisation

The school currently has a Headteacher, 4 full-time teachers, a part time cover teacher, part time PE teacher, 5 teaching assistants / HLTA's and a school secretary.

Both our catering and cleaning contracts are provided by Mitie.

We are strongly committed to staff development and learning.

## Our Curriculum

The school promotes life-long through learning through our ethos of a Growth Mind Set. The curriculum at Mithian School includes all core and foundation subjects. We provide a high standard of teaching and learning, through a creative, stimulating environment that offers challenges to every child. Our curriculum is inclusive and provides wider opportunities for all children.

### **CHILDREN EMERGE AS LIFE-LONG LEARNERS**

(Emotional Intelligence; Motivation; Self Efficacy; Resilience; Grit; Enthusiasm)

We also provide a range of extra-curricular clubs and wraparound care.

For more details of our curriculum please see our website.

## 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:	Claire Lenihan
Contact Email Address:	clenihan@mithian.tpacademytrust.org
Contact Telephone Number:	01872 552711

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:	8 <sup>th</sup> October 2024
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Completed applications must be returned to the email address above and be received by 09:00 on the closing date provided.

Interview Date(s):	14 <sup>th</sup> October 2024
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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 4 days of the closing date, it is unlikely that you have been shortlisted on this occasion. Many thanks for your interest in this post.