



## Vacancy Information Pack

<b>School Name:</b>	Roche Community Primary School
<b>Job Title:</b>	Teaching Assistant/Lunchtime Supervisor

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## Roche Community Primary School

<b>Job Title:</b>	Teaching Assistant/Lunchtime Supervisor
<b>Pay Point / Pay Range:</b>	TPAT Point 4/TPAT Point 1
<b>Full Time Equivalent Annual Salary:</b>	£23,651/£23,467
<b>Actual Annual Salary for this Role:</b>	£11,518.26/£531.56
<b>Contract Type:</b>	Permanent Variable – Term-time only
<b>Hours Per Week / Weeks Per Year</b>	22.5 Hours Per Week / 43.699 Paid weeks per year
<b>Closing Date:</b>	12 midnight on Sunday 8 <sup>th</sup> December 2024
<b>Proposed Shortlisting Date:</b>	TBC
<b>Proposed Interview Date:</b>	Monday 16 <sup>th</sup> December 2024

## An exciting opportunity to join our friendly team

Roche Primary School is looking for caring, confident, enthusiastic and skilled Teaching Assistant to work at our school.

An element of lunchtime duty is also included in the role.

We are seeking someone who is highly flexible and child-centered, with a nurturing and fun approach to help develop children's emotional and social skills. This is a wonderful opportunity for someone who is friendly, approachable and a good team player

With an understanding of primary school learning and primary age children.

The position will be for 21.50 hours per week, plus an additional 1.00 hour per week covering lunchtimes.

If you have any questions about the role please contact Chrissie George on 01726 890323, or via [roche@tpacademytrust.org](mailto:roche@tpacademytrust.org). Details, including Application Form, Job Description and Person Specification are available at [www.tpacademytrust.org](http://www.tpacademytrust.org).

To find out more about Roche Community Primary School, please visit:	<a href="https://roche.cornwall.sch.uk/">https://roche.cornwall.sch.uk/</a>
To discuss this position please contact the Headteacher:	Email – <a href="mailto:roche@tpacademytrust.org">roche@tpacademytrust.org</a> Telephone – 01726 890323
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:	<a href="mailto:roche@tpacademytrust.org">roche@tpacademytrust.org</a>

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.*

<b>School Information for Applicants</b>	
<b>School Address:</b>	Fore Street, Roche, St Austell, PL26 8EP
<b>School Telephone Number:</b>	01726 890323
<b>School Email Address:</b>	<a href="mailto:roche@tpacademytrust.org">roche@tpacademytrust.org</a>
<b>Name of Headteacher:</b>	Jeremy Walden
<b>Website Address:</b>	<a href="http://www.roche.cornwall.sch.uk">www.roche.cornwall.sch.uk</a>

## Welcome to Our School

Welcome to Roche.

At Roche we believe that children have a right to a safe, happy, varied and challenging learning experience. Every individual child matters and all children have abilities and potential which must be realised. Within this context, commitment, self-responsibility, honesty and respect are the key personal qualities which we value from all members of our school community and that we feel are essential to success in later life.

These qualities are embodied in our school rules;

- Show good manners at all times
- Follow instructions with thought and care
- Care for everyone and everything

As a school we feel that the drive for progress is everything. We acknowledge and reward effort and consistently encourage children and ourselves to achieve more and look forward to the next challenge.

We promote reading throughout our curriculum and ensure that the development of reading and the opportunity to engage with and enjoy reading is prioritised.

Our Curriculum delivers the scope of the National Curriculum but also reflects our school context. We utilise opportunities to develop core skills of reading and writing throughout curriculum subjects.

Our relentless drive to raise standards in English and Maths are at the heart of our approach to teaching and learning, reflecting the needs of our children in preparation for the future.

We endeavour to raise children's understanding of Wellbeing. We want children to understand the importance of physical and mental good health, how they can achieve and maintain this themselves and look after others. We link learning in PSHE with PE and promote our '5 ways to wellbeing' through assemblies and activities throughout school.

All children in school take part in PE every day. This forms part of their understanding of their own physical and mental health and well-being. We pride ourselves on being an active school!

We believe in working together to reach our goals.

Jeremy Walden

Headteacher

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.

Please view our website for information on curriculum.

## 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:	Chrissie George
Contact Email Address:	roche@tpacademytrust.org
Contact Telephone Number:	01726 890323

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:	Sunday 8 <sup>th</sup> December 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.

Interview Date(s):	Monday 16 <sup>th</sup> December 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 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.