



**Truro and Penwith
Academy Trust**

Vacancy Information Pack

School Name:	Nanpean CP School
Job Title:	Teaching Assistant / Higher Level Teaching Assistant – Class Based in the Mornings (18.75 hours) and HLTA Cover across the School in the Afternoons (11.25 hours) for a total of 30 hours

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



Job Title:	Teaching Assistant / Higher Level Teaching Assistant
Pay Point / Pay Range:	30 hours (Total) 18.75 hours at TPAT Point 4 11.25 hours at TPAT Point 6
Full Time Equivalent Annual Salary:	£20,436/£21,151
Actual Annual Salary for this Role: <small>Must be calculated please so that candidates can assess future income If you are not sure about this calculation, please seek advice from HR & Payroll</small>	£8679.52/£5389.92 Total - £14,069.44
Contract Type:	Permanent
Hours Per Week / Weeks Per Year	30 hours per week, 39 weeks per year
Closing Date:	11.59pm on Sunday 24 th September, 2023
Proposed Shortlisting Date:	Monday 25 th September, 2023
Proposed Interview Date:	TBC

Nanpean School is looking to appoint a dedicated, enthusiastic and adaptable Teaching Assistant / Higher Level Teaching Assistant for 30 hours per week (8.45am – 3.15pm including a portion of lunchtime) to work as a Class Teaching Assistant each morning and carry out lunchtime supervision (18.75 hours), and to work covering classes during Teacher’s Planning, Preparation and Assessment (PPA) Time each day of the school week (Monday – Friday). However, this will constantly be under review and all staff members can be re-deployed to adapt to the changing needs of the school. The post will commence in October / November, 2023.

This person needs to be able to challenge and encourage young minds, and become a valuable contributor to an outgoing and committed team. A sense of humour is key, coupled

with a genuine commitment and determination to ensure our pupils receive the best learning opportunities and make accelerated progress.

To find out more about Nanpean School, please visit:	http://www.nanpean.cornwall.sch.uk/website
To discuss this position please contact the Secretary / Headteacher:	Email – secretary@nanpean.cornwall.sch.uk or office@nanpean.cornwall.sch.uk or head@nanpean.cornwall.sch.uk Telephone – 01726 822447
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:	office@nanpean.cornwall.sch.uk or secretary@nanpean.cornwall.sch.uk

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:	Nanpean CP School, St George's Road, Nanpean, PL26 7YH
School Telephone Number:	01726 822447
School Email Address:	office@nanpean.cornwall.sch.uk secretary@nanpean.cornwall.sch.uk
Name of Headteacher:	Matt Nicholls
Website Address:	http://www.nanpean.cornwall.sch.uk/website

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.

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

We are a school which is proud to be at the heart of its community, and we are excited by the prospect of temporarily appointing someone to work alongside our committed team. A sense of humour is key, coupled with the determination to ensure our children get the best possible education, make excellent progress, and reach their highest potential.

Class Organisation

We have recently restructured from 7 to 6 classes, and reorganised our curriculum to reflect this, ensuring coverage and logical sequencing.

Staff Organisation

Information available on school website: <http://www.nanpean.cornwall.sch.uk/website>

Our Curriculum

Information available on school website: <http://www.nanpean.cornwall.sch.uk/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:	Bryony Tucker
Contact Email Address:	office@nanpean.cornwall.sch.uk
Contact Telephone Number:	01726 822447

Please note that CVs will not be accepted.

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

Closing Date:	11.59pm on Sunday 24 th September, 2023
---------------	--

Completed applications must be returned to the email address above and be received by 12 Midnight on the closing date provided.

Interview Date(s):	TBC
--------------------	-----

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.