

**Vacancy Information Pack**

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| **School Name:** | Lanivet School |
| **Job Title:** | Teaching Assistant Band 2 – Variable Hours |

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| 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/) |



**Lanivet School**

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| **Job Title:** | Teaching Assistant (Band 2) |
| **Pay Point / Pay Range:** | TPAT Point 4 |
| **Full Time Equivalent Annual Salary:** | £18,511 pro rata |
| **Actual Annual Salary for this Role:** | £6,724.66  FTE Annual Salary ÷ 37 ÷ 52.14 x 18 x 43.128 |
| **Contract Type:** | Permanent Variable Hours |
| **Hours Per Week / Weeks Per Year** | Hours – 30.00 hours per week  Working Weeks – 38 working weeks  Paid Weeks – 43.128 paid weeks |
| **Closing Date:** | 12 midnight on Wednesday 6th July, 2022 |
| **Proposed Shortlisting Date:** | Thursday 7th July, 2022 |
| **Proposed Interview Date:** | Tuesday 12th July, 2022 |

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| To find out more about Lanivet School, please visit: | www.lanivet.cornwall.sch.uk |
| To discuss this position please contact the Office Manager: | Email – [finance@lanivet.tpacademytrust.org](mailto:finance@lanivet.tpacademytrust.org)  Telephone – 01208 831417 |
| 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: | [finance@lanivet.tpacademytrust.org](mailto:finance@lanivet.tpacademytrust.org) |

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:** | Lanivet School  Honeys Hill  Lanivet  BODMIN  Cornwall  PL30 5HE |
| **School Telephone Number:** | 01208 831417 |
| **School Email Address:** | [secretary@lanivet.cornwall.sch.uk](mailto:secretary@lanivet.cornwall.sch.uk) |
| **Name of Headteacher:** | Miss Joanna Harvey |
| **Website Address:** | www.lanivet.cornwall.sch.uk |

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| **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.

Lanivet School is a wonderful place to learn, both in school and visiting the local woods, moor and beaches nearby. Our children have positive attitudes to their learning, enjoy all aspects of sports and outdoor learning, taking part in community events and are very proud of their school.

At Lanivet School we value the well- being of the children in our care above all else. We aim to create a happy, safe, caring environment in which every child can succeed and do their best. The staff at Lanivet are highly skilled, dedicated and passionate about getting the very best from our children.

**Ofsted 2017 ‘**your approach to developing a nurturing community is evident from first entering the school. ‘The high quality care and safeguarding of pupils’ welfare provided at the school fully reflects the school’s motto ‘Healthy body, healthy mind, healthy planet’.

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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| **General Background** |
| Lanivet Schoolis located in the small village of Lanivet, in the heart of Cornwall four miles from Bodmin, near the A30 and A38.  The school caters for children between the ages of 4 - 11.  Currently we have 158 pupils on roll and offer a rich & diverse curriculum, as well as a full programme of before & after-school activities. We have an inclusive ethos and embrace diversity. In 2018 we joined the Truro and Penwith Academy Trust and enjoy working collaboratively with our hub schools as well as having excellent links with the local Pre-School, Lanivet-Under-Fives. |

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| **Class Organisation** |
| The school currently has 158 children on roll in seven classes.  EYFS Mrs Purser, Y1 Mrs Bowden, Y2 Miss Haworth, Y3 Mrs Doherty, Y4 Mrs Liddicoat/Miss Coates, Y5 Mr Heard and Y6 Miss Drake. |

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| **Staff Organisation** |
| The school has a Headteacher, six full-time teachers and two part-time teachers. In addition, we have a large team of highly skilled and dedicated support staff who are a key part of our teaching and learning team.  We are strongly committed to staff development and learning.  ***“Lanivet School is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment*”.** |

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| **Our Curriculum** |
| Our intention is for every child to have access to a broad, exciting and relevant curriculum in order to be motivated to learn and gain an understanding about **a healthy body, healthy mind and healthy planet**. All pupils develop independence, confidence, are ambitious, well-mannered, kind, tolerant and **have high expectations** for themselves and others. The development of **reading** has been placed at the heart of our curriculum, whilst cross curricular work, trips and visitors allow pupils to gain knowledge of their own culture, locality and community in rural Lanivet, Cornwall in relation to the wider world. |

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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 Linda Cackett | | Contact Email Address: | finance@lanivet.tpacademytrust.org | | Contact Telephone Number: | 01208 831417 |   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: | Wednesday 6th July, 2022 |   Completed applications must be returned to the email address above and be received by 12 Midnight on the closing date provided.   |  |  | | --- | --- | | Interview Date(s): | Tuesday 12th July, 2022 |   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 04.05.2022