



**Truro and Penwith  
Academy Trust**

## Vacancy Information Pack

<b>School Name:</b>	Threemilestone School
<b>Job Title:</b>	Teaching Assistant & Lunchtime Supervisor – KS1

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	<a href="http://www.tpacademytrust.org/application-packs/">www.tpacademytrust.org/application-packs/</a>
Application Form	<a href="http://www.tpacademytrust.org/application-packs/">www.tpacademytrust.org/application-packs/</a>
Equality and Diversity Monitoring Form	<a href="http://www.tpacademytrust.org/application-packs/">www.tpacademytrust.org/application-packs/</a>

To find out more about Threemilestone School, please visit:	<a href="https://www.threemilestone.cornwall.sch.uk/">https://www.threemilestone.cornwall.sch.uk/</a>
To discuss this position please contact the Headteacher:	Email – <a href="mailto:head@threemilestone.tpacademytrust.org">head@threemilestone.tpacademytrust.org</a> Telephone – 01872 263322
Application packs can be downloaded from:	<a href="http://www.tpacademytrust.org/application-packs/">www.tpacademytrust.org/application-packs/</a>
Please email your completed application form and equality & diversity monitoring form by the closing date to:	<a href="mailto:recruitment@threemilestone.tpacademytrust.org">recruitment@threemilestone.tpacademytrust.org</a>

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.*

## Threemilestone School

<b>Job Title:</b>	Teaching Assistant & Lunchtime Supervisor
<b>Pay Point / Pay Range:</b>	TA - £10.59, LS - £10.50
<b>Full Time Equivalent Annual Salary:</b>	TA £20,436 & LS £20,252
<b>Actual Annual Salary for this Role:</b>	<p>TA £10,875 &amp; LS £1720</p> <p>Teaching Assistant – 23.5 hrs per week</p> <p>Lunchtime Supervisor 3.75 per week</p> <p>Mon 8.10-11.45/12.50-3.15 Tues &amp; Fri, 8.30-11.45/12.50-3.05 Weds &amp; Thurs 8.30-11.45.</p> <p>Lunchtime Assistant 11.45 -12.30 every day.</p>
<b>Contract Type:</b>	Temporary until 31 <sup>st</sup> August 2024
<b>Hours Per Week / Weeks Per Year</b>	Part time
<b>Closing Date:</b>	Midnight Thursday 23 <sup>rd</sup> November 2023
<b>Shortlisting Date:</b>	Friday 24 <sup>th</sup> November 2023
<b>Interview Date:</b>	Monday 27 <sup>th</sup> November 2023

### School Information for Applicants

<b>School Address:</b>	Polstain Road, Threemilestone, Truro TR3 6DH
<b>School Telephone Number:</b>	01872 263322

<b>School Email Address:</b>	<a href="mailto:threemilestone@tpacademytrust.org">threemilestone@tpacademytrust.org</a>
<b>Name of Headteacher:</b>	Suzannah Teagle
<b>Website Address:</b>	<a href="https://www.threemilestone.cornwall.sch.uk/">https://www.threemilestone.cornwall.sch.uk/</a>

## 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.

### **Be part of something**

**Where everyone is welcome,**

**Where learning is fuelled by creativity,**

**Where great things happen**

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

Threemilestone School is located near Truro. The school caters for children between the ages of 4-11, currently having 421 children on roll.

## Class Organisation

The school has 15 classes: EYFS-year 5 children are organised into 2 class and there are currently 3 classes in year 6.

## Staff Organisation 2022-2023

EYFS: Mrs S Brown (Assistant Headteacher) and Mr Knight

Year 1: Miss Wallis, Miss Bryant

Year 2: Mrs Rail & Mrs Beckett

Year 3: Miss Body & Mr Rowland

Year 4: Miss Andrew & Mrs Murt

Year 5: Miss Smith & Mrs Webb(Assistant Headteacher), /Mrs Ascroft

Year 6: Mr Jane (Assistant Headteacher), Mrs M Brown & Mr Wake

In addition to class teachers, the Headteacher, Ms Teagle, is supported by the deputy headteacher and the SENDCO, Mrs Ewart. There are 30 teaching assistants, an additional lunchtime supervisor, a music teacher - Mrs Browning, and our pupil support mentor - Mrs Thomas.

We also have a highly dedicated team of school secretaries, Mrs Shaw, Mrs Carlyon and Miss Hawken. Both our catering and cleaning contracts are provided by outside companies.

## Our Curriculum

We offer our own STAR curriculum (Stimulating, Team-based, Aspirational, Relevant), with clear local links, appreciating the wonderful place we live, as well as having an understanding of what it looks like to be a global citizen. If you want to find out more, [CLICK HERE](#) for information on our website.

## 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.

## 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:	Suzannah Teagle
Contact Email Address:	<a href="mailto:head@threemilestone.tpacademytrust.org">head@threemilestone.tpacademytrust.org</a>
Contact Telephone Number:	01872 263322

Please note that CVs or Indeed applications will not be accepted.

Application packs can be downloaded from [www.tpacademytrust.org/applicationpacks/](http://www.tpacademytrust.org/applicationpacks/).

Closing Date:	Midnight Thursday 23 <sup>rd</sup> November 2023
---------------	--

Completed applications must be returned to the email address [recruitment@threemilestone.tpacademytrust.org](mailto:recruitment@threemilestone.tpacademytrust.org) by 12 midnight on the closing date provided.

Interview Date:	Monday 27th November 2023
-----------------	---------------------------

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.