



Vacancy Information Pack

School Name:	Liskeard Hillfort Primary School
Job Title:	Teaching Assistant including Lunchtime Supervisor duties

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Liskeard Hillfort Primary School

Job Title:	Teaching Assistant/Lunchtime Supervisor
Pay Point / Pay Range:	TPAT Point 4 and Point 3
Full Time Equivalent Annual Salary:	£22,361/£22,269 pro rata
Actual Annual Salary for this Role:	£15828 and £1892
Contract Type:	Permanent Variable
Hours Per Week / Weeks Per Year	<p>Hours – 35 hours per week (Mon-Fri, 8.30am – 4.00pm, ½ hour lunch) (PEG 31.25 hours and Lunchtime Supervisor 3.75 hours)</p> <p>Working Weeks – 38 working weeks</p> <p>Paid Weeks – 43.699 paid weeks</p> <p><i>Please note we welcome applications from candidates seeking part-time hours. Please state clearly on the application form.</i></p>
Closing Date:	Monday 14 th October 2024 – 12 noon
Proposed Shortlisting Date:	Monday 14 th October 2024
Proposed Interview Date:	W/c 14 th October 2024

Job Advert:

Are you the person to join our school?

Liskeard Hillfort Primary School is looking for caring, enthusiastic and skilled Teaching Assistants to work at our school. An element of lunchtime duty is also included in the role.

You will be pro-active in this role, supporting the educational, social and physical needs of pupils. We are looking for an experienced, self-motivated individual that can work as part of a caring, kind and strong school team, to ensure that pupils in their care are supported to access the

curriculum. This includes the ability to support planning, deliver and resource an individualised curriculum as appropriate.

We welcome applications from both KS1 and KS2 practitioners as we will match skillsets to the children and needs of the school. The successful candidate will need to be able to fulfil this role with energy and be able to work effectively as part of a team.

The culture of Liskeard Hillfort Primary School is one of equality and fairness built on relationships developed out of mutual trust and respect.

We can offer you:

- Enthusiastic, welcoming and friendly children.
- An experienced, hard-working and supportive team of staff.
- A happy, stimulating workplace
- An amazing outdoor space, full of great potential to be further developed

To find out more about Liskeard Hillfort Primary School, please visit:	https://hillfort.org.uk/
To discuss this position please contact the Headteacher:	Mr Gregor Campbell Email – gcampbell@hillfort.tpacademytrust.org Telephone – 01579 343443
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:	Rebecca Gale admin@hillfort.tpacademytrust.org

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:	Liskeard Hillfort Primary School, Old Road, Liskeard PL14 6HZ
School Telephone Number:	01579 343443
School Email Address:	admin@hillfort.tpacademytrust.org
Name of Headteacher:	Mr Gregor Campbell
Website Address:	https://hillfort.org.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.

Liskeard Hillfort Primary School is a large school located in the town of Liskeard. We currently have 390 pupils with two-form entry catering for children between the ages of 4-11. Our children have positive attitudes to their learning, love performing & taking part in community events and are very proud of their school. We offer a rich, and diverse curriculum, as well as a very popular breakfast club and after-school wrap-round provision. In April 2019, we joined the Truro and Penwith Academy Trust and enjoy working collaboratively with our partner schools as well as having excellent links with our local secondary school, Liskeard School and Community College.

At Liskeard Hillfort Primary School we value the well-being and education 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. Our staff are highly skilled, dedicated and passionate about getting the very best from our children.

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.

Gregor Campbell

Headteacher

01579 343443

Class Organisation

At Liskeard Hillfort we have 14 classes, two in each year group from EYFS – Year 6.

The Leadership is:

Mr Gregor Campbell - Headteacher

Mrs Vanessa Harper - Deputy Headteacher and Deputy Designated Safeguarding Lead

Mrs Naomi Best – Assistant Headteacher, SENDCo and Designated Safeguarding Lead

Mr Matthew Larcombe – Assistant Headteacher

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:	Gregor Campbell
Contact Email Address:	gcampbell@hillfort.tpacademytrust.org
Contact Telephone Number:	01579 343443

Please note that CVs will not be accepted.

Application packs can be downloaded from:

Closing Date: 14th October 2024

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

Interview Date(s): W/c 14th October 2024

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.