

**Vacancy Information Pack**

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| **School Name:** | Nanpean CP School |
| **Job Title:** | Teaching Assistant – Year R (EYFS) 30 hours (September 2023 – July 2024) |

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| **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](http://www.tpacademytrust.org/web/application_pack/604811) |
| Application Form | [www.tpacademytrust.org/web/application\_pack/604811](http://www.tpacademytrust.org/web/application_pack/604811) |
| Equality and Diversity Monitoring Form | [www.tpacademytrust.org/web/application\_pack/604811](http://www.tpacademytrust.org/web/application_pack/604811) |



**[Insert School Name]**

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| **Job Title:** | Teaching Assistant |
| **Pay Point / Pay Range:** | TPAT Point 4 |
| **Full Time Equivalent Annual Salary:** | £20,436 |
| **Actual Annual Salary for this Role:**  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 | £10.59 per hour |
| **Contract Type:** | Fixed Term for 2023-24 academic year |
| **Hours Per Week / Weeks Per Year** | 30 hours per week, 39 weeks per year |
| **Closing Date:** | 12 midnight on Sunday 11th June, 2023 |
| **Proposed Shortlisting Date:** | Monday 12th June, 2023 |
| **Proposed Interview Date:** | TBC |

[insert advert details]

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| 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](mailto:secretary@nanpean.cornwall.sch.uk) or [office@nanpean.cornwall.sch.uk](mailto:office@nanpean.cornwall.sch.uk)  Telephone – 01726 822447 |
| Application packs can be downloaded from: | [www.tpacademytrust.org/web/application\_pack/604811](http://www.tpacademytrust.org/web/application_pack/604811) |
| Please email your completed application form and equality & diversity monitoring form by the closing date to: | 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.*

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| **School Information for Applicants** | |
| **School Address:** | Nanpean CP School, St George’s Road, Nanpean, PL26 7YH |
| **School Telephone Number:** | 01726 822447 |
| **School Email Address:** | [secretary@nanpean.cornwall.sch.uk](mailto:secretary@nanpean.cornwall.sch.uk) |
| **Name of Headteacher:** | Matt Nicholls |
| **Website Address:** | <http://www.nanpean.cornwall.sch.uk/website> |

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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.

Please see separate Job Advert Document

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** |
| Please see separate Job Advert Document |

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| **Class Organisation** |
| We currently have 7 classes from EYFS to Year 6. However, from September 2023 we will be restructuring to 6 classes. |

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| **Staff Organisation** |
| Information available on school website: http://www.nanpean.cornwall.sch.uk/website |

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| **Our Curriculum** |
| Information available on school website: http://www.nanpean.cornwall.sch.uk/website |

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| **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. |

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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: | 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](http://www.tpacademytrust.org/web/application_pack/604811)   |  |  | | --- | --- | | Closing Date: | Midnight on Sunday 11th June, 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. |