

**TYWARDREATH SCHOOL**

Information PACK

PACK

Truro and Penwith Academy Trust is a charitable Company registered in England and Wales, Company number 08880841. Registered office: College Road, Truro, TR1 3XX

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**Tywardreath School**

**has a vacancy for a**

**Teaching Assistant to cover a maternity leave**

**For September 2022**

**Monday – Friday, Term time**

**28.75 hours per week**

This is an excellent opportunity to join a thriving and successful school.

We are seeking an enthusiastic teaching assistant to work in our Early Years department.We are looking for a self-motivated, caring and dedicated adult who will take a pro-active role in the support of the education and social and emotional development of our pupils.

The successful candidate will be reliable and adept at working on their own initiative. This role requires the ability to maintain confidentiality. You will undertake a wide range of tasks to support children’s learning and must be approachable and sensitive to the needs of teachers and pupils, as well as being able to work flexibly in a busy classroom environment.

This is a wonderful opportunity for someone who is friendly, approachable, diplomatic and a good team player.

Application pack available at [www.tywardreath.tywardreath.tpacademytrust](http://www.tywardreath.tywardreath.tpacademytrust) .org

**Closing date: Thursday 8th July 2022 Interviews: Wednesday 13th July 2022**

*Tywardreath School is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. If successful in being appointed to a post you will be expected to apply for a disclosure from the Disclosure and Barring Service as well as other employment checks before your appointment is confirmed.*

I

**School information for applicants**

**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.**

I am immensely proud to be Headteacher of Tywardreath school, a warm, caring and vibrant school for 4-11 year olds that sits in the heart of a supportive and active village community.

Tywardreath has its own unique identity and is a truly inspirational place to learn and work. Our dedicated and talented team are committed to making learning both exciting and challenging.We all work hard to ensure the children receive the very best education and to prepare our children not only for their next phase of education, but to equip them with the skills they need to become good citizens who really can make a difference in the world.We have a long tradition of sporting  excellence and encourage participation and competitive sports through a range of clubs including swimming, cross-country, football, netball, athletics, rounders and Taiko drumming.We are very fortunate to have a high-spec swimming pool on site which was built in partnership with our wonderful community. Our children swim every week throughout the year and we are also able to offer private swimming lessons after school.

We have extensive school grounds including a garden and forest-school area

We know that children are far more likely to succeed when staff and parents work together to support children with their learning. We therefore aim to develop a close co-operation between home and school. We offer to meet formally and informally through the year and through each phase of the children’s schooling with events such as ‘meet the teacher’, open afternoons, drop-in sessions, parent consultations as well as a myriad of community events. These community events are organised and run by our fantastic PSA and they provide the more informal opportunities to get involved with school-life.

Mrs C McColville

Headteacher

South park rd, Par , Cornwall PL24 2PT 01726 812807

[tywardreath@tywardreath.tpacademytrust.org](mailto:tywardreath@tywardreath.tpacademytrust.org) <https://www.tywardreathschool.org.uk/>

Headteacher: Mrs Claire McColville



**Welcome to Tywardreath School**

Tywardreath Schoolis located in the small village of Tywardreath which is located approximately three miles west of the coastal town of Fowey.

The school caters for children between the ages of 4 - 11. We currently have 299 pupils on roll and offer a rich & diverse curriculum, as well as a full programme of before & after-school activities.  In 2019 we joined the Truro and Penwith Academy Trust and enjoy working collaboratively with our partner schools.

**General background**

**Class organisation**

The school currently has 299 children on roll in eleven classes. Two parallel EYFS classes, 3 KS1 classes and 6 KS2 classes.

**Staff organisation**

The school has a Headteacher and Deputy Head, nine full-time teachers, two part-time teachers (job-share) and a part-time teacher who covers leadership time. In addition, we have a strong team of teaching assistants and who are a key part of our teaching and learning team.

We also have a highly dedicated and extremely efficient team of school administrators and in-house catering and cleaning teams.

We are strongly committed to staff development and learning.

**Our curriculum**

At **Tywardreath School** our vision is to create a safe and stimulating environment where all children feel they belong and are able to challenge themselves, take risks and flourish both academically and socially. To develop our children so that they **value** and respect their own and others individuality, culture and heritage. We are committed to providing a place of excellence with high standards.

**To achieve our vision all our children should:**

Enjoy their primary school years and develop high self-esteem regardless of ‘academic’ ability.

* Feel safe and secure and have a passion for learning and experience success.
* Develop perseverance, flexibility, independence in a wide range of learning skills.
* Be well mannered, respecting themselves, others and the environment.
* Make a positive contribution to the school and the wider community.
* Enjoy equal opportunities to succeed
* Develop lively, inquiring minds and become confident communicators.
* Experience teaching of the highest quality and develop core skills to a high level.
* Appreciate the beauty, the diversity of the world and their duty to protect it.

**Job Description**

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| **Job Title:** | Teaching Assistant (Band 2) |
| **Code:** | Sup37 |
| **Salary Range:** | TPAT salary point 4 £17,632 FTE pa |
| **Hours:** | 28.5 hours Per week Monday to Friday |
| **Base:** | KS1 |
| **Responsible to:** | SENCO/Teaching staff |
| **Direct Supervisory Responsibility for:** | None |
| **Important Functional Relationships: Internal/External** | Teachers, pupils, support staff, parents |

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| **Main Purpose of Job:** |
| * To take a pro-active role in the support of the educational, social and physical and communication needs of the pupils * To support the curriculum and the school through the provision of high level assistance to the teacher in the practical organisation of class activities, undertaking group work and ensuring the welfare and development of pupils To meet the needs of pupils with specific special education needs, within a mainstream setting. |

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| **Main Duties and Responsibilities:** |
| * To assist individuals and groups of children in developing knowledge, skills and attitudes as defined by the Curriculum. To take into account the learning support involved to aid the children to learn as effectively as possible * To establish supportive relationships with the pupils to encourage acceptance, inclusion, social integration and individual development, promoting and reinforcing pupils’ self-esteem. * To supervise individuals, small groups and whole class under the overall supervision of the Class Teacher. * To assist in preparing, using and maintaining relevant teaching resources, including wall displays and cleaning up classrooms after activities. To be responsible for monitoring the use of and maintaining an up-to-date inventory of all classroom materials and equipment, monitor stock levels of materials, check for missing and/or damaged equipment, and arrange for new supplies to be ordered as required * To supervise whole class with other Teaching Assistant’s * To assist with lunch and break time supervision of children on a rota basis in accordance with the School’s Policy for Playground Supervision. * To accompany children on educational visits and outings as supervised by the Teacher * To assist with the assessment, monitoring and recording of children’s progress, achievement, health, behaviour and general wellbeing and to feedback any to the Teacher or Headteacher as appropriate * To be aware of confidential issues linked to home/pupil/teacher/school work and to ensure the confidentiality of such sensitive information * To assess, monitor and record children’s progress in relation to IEP’s, and to feedback to the SENCO/Teacher with regard to children’s progress and the success of IEP’s, including making recommendations for alterations to improve the effectiveness of IEP’s * To meet with the SENCO and/or other appropriate staff on a regular basis to discuss improvements to the teaching practices, delivery of the curriculum and progress and concerns regarding individual pupils * To administer basic first aid and assist in the dispensing of medically prescribed controlled drug in line with school procedures if trained * To carry out administrative tasks associated with all of the above duties as directed by the teacher |

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| **General/Other:** |
| * To be aware of and adhere to all Trust policies and procedures * To be responsible for your own continuing self-development and attend meetings as appropriate * To undertake other duties appropriate to the post as required |

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| **Person Specification:** | **Essential** | **Desirable** | **Recruiting method** |
| **Education and Training** | Good levels of literacy and numeracy  Qualified to NVQ level 2 or equivalent in a relevant area | Completion of the DfES Induction for Teaching Assistants  CLANSA or Cornwall Certificate in SEN | Application |
| **Skills and Experience** | Experience of working with children  Organisational skills  Good communication skills  Able to prioritise between different demands  Able to work to deadlines  Self-motivated, and able to work in a team | Experience of working with children in a school or similar environment | Application/Interview/Assessment |
| **Specialist Knowledge and Skills** | Knowledge of a particular area of the curriculum or children’s needs (ie: early years, EBD, ALS, literacy, numeracy or ICT  Demonstrates an awareness, understanding and commitment to the protection and safeguarding of children and young people  Demonstrates an awareness, understanding and commitment to equal opportunities | Knowledge of a range of issues relevant to education and child development.  Knowledge of alternative communication strategies e.g. Picture exchange communication system. (PECS) | Application/Interview/Assessment |
| **Behaviours and Values** |  |  | Application/Interview/Assessment |

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| **Special Conditions related to the post** |
| ***The Trust is committed to safeguarding, promoting the welfare of children and to ensuring a culture of valuing diversity and ensuring equality of opportunities.***  Successful applicants must be suitable to work with children and will need to undertake the following before commencing employment:   * Enhanced Disclosure & Barring Service (DBS) Certificate with barred list information * Receipt of two satisfactory employer references one of which must be from your current or most recent employer * Satisfactory verification of relevant qualifications * Satisfactory health check   All new employees will be required to undertake mandatory training required by the Trust. |

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| **How to apply:** | Please complete an application form in full and return to: [Tywardreath@tywardreath.tpacademytrust.org](mailto:Tywardreath@tywardreath.tpacademytrust.org)  Please note that we do not accept CVs. |
| **Contact details:** | Address:  Tywardreath School, south park rd, Tywardreath, Par, Cornwall. PL242PT Tel: 01726 812807 E-mail: [tywardreath@tywardreath.tpacademytrust.org](mailto:tywardreath@tywardreath.tpacademytrust.org) |
| **Closing date:** | 8th July 2022  Please note that if you have not received a reply within 28 days of the closing date you must assume that, on this occasion your application has been unsuccessful. |

To find out further information please visit school website at [www.tywardreathschool.org.uk](http://www.tywardreathschool.org.uk)

**TPAT Job Vacancy Application Form**

Please fill in **all** **sections** of the form using **black ink**/type. The information you provide will help us make a fair decision in the selection process.

**Please call 01872 267090 if you have any questions on how to complete this form or if you require it in a different format or language.**

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| **About the role** | | | |
| Role applied for: |  | Ref no: |  |
| School/Location: |  | | |

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| **About you** | | | |
| Title: |  | Surname: |  |
| First name(s): |  | | |
| Home address: |  | Home phone: |  |
| Work phone: |  |
| Mobile: |  |
| Postcode: |  | Email: |  |
| NI Number: |  | (You can get this from the Department of Work & Pensions) | |

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| **Qualifications achieved from secondary, higher and further education** | | | |
| **Age 11 -16:** | | | |
| School/college attended (with dates) and location | Level and number of qualifications (e.g. 10 O Levels) | Grade awarded | Year achieved |
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| **Post 16 education below degree level:** | | | |
| School/college attended (with dates) and location | Qualifications achieved with subjects | Grade awarded | Year achieved |
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| **Education at degree level and beyond:** | | | |
| Type of qualification (BA, BSc, Bed, Hons, MA PH.D etc) | University/college & subject title of qualification | Class or Grade | Year achieved |
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| **Teaching qualification (if not detailed above):** | | | |
| Name of qualification, age range, subjects qualified to teach | Name of training provider | Grade | Year achieved |
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| **Specific qualifications related to teaching and education:** | | | |
| Name of qualification (NPQH, SEN, PG Dip) | Provider | Grade | Date achieved (dd/mm/yy) |
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| **Teacher Training** | | |
| Do you have Qualified Teacher Status? | | Yes/No |
| Date achieved: | | |
| DFES GTC/Teacher reference number: | | |
| Statutory induction period (if qualified after 7th May 1999):- | | |
| Started: | Completed: | |
| Are you subject to any conditions or prohibitions placed on you by the GTC  (or other) in the UK? | | Yes/No |
| If yes, please enclose details with dates in a sealed envelope and attach to this form | | |

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| **Non award bearing professional development undertaken in last five years** | | |
| Name of provider | Title of course/training (e.g. first aid at work, child protection, risk assessments, etc) | Qualification/level of training |
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| **Your current or most recent employment** | | | | |
| **Note:** If you are applying for your first job, please provide any voluntary work/work experience in the “Previous employment or experience” section. | | | | |
| Employer name: |  | Job title: | |  |
| Employer address: |  | Salary: | |  |
| Start date: | |  |
| Leave date: (if applicable) | |  |
| Reason for leaving: |  | | | |
| If this is/was a teaching post, please provide: -  Type of school (delete as appropriate): nursery/infant/junior/primary/middle/special/PRU/secondary/other (please state): | | | | |
| Status of school (delete as appropriate): community/foundation/trust/formal federation/independent/academy/VC/VA/other (please state): | | | | |
| Gender taught (delete as appropriate): boys/girls/mixed Number on roll: | | | | |
| Key stage(s) or year group(s) (if primary) taught: | | | | |
| Salary & salary point: | | | Additional allowances (TLR,SEN, R&R): | |
| Main duties and responsibilities (include any additional roles undertaken organising school trips, events, leading activities, etc): | | | | |

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| **Previous employment or experience** | | | | |
| Start with the most recent first and work backwards. You must explain any gaps in your work history since you left education (e.g. unemployment; career breaks; voluntary work; travel etc). | | | | |
| Dates  (dd/mm/yy) | | Name of school/employer and address  **or**  Reason for gap in employment | Job title, duties and responsibilities.  Please include: type/status of school; number on roll; key stage(s) or year group taught; and gender taught | Reason for leaving |
| From | To |
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| **Safeguarding children, young people & adults** |
| We are all responsible for the safety of children, young people and adults who may be at risk. We must ensure that we are doing all we can to protect the most vulnerable members in our society. This responsibility applies to all TPAT employees; it also applies to contractors, partners and volunteers who carry out work with or for children, young people and adults at risk on behalf of TPAT.  From your training and/or experience, please give examples which demonstrate your knowledge and commitment to safeguarding and how you would help protect children, young people and adults at risk from harm, abuse or neglect. |
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| **Your supporting statement** |
| This important part of your application will be used to decide if you meet the criteria and should be shortlisted for interview. Refer to the role information supplied and tell us how your skills and experience match. Use examples where possible and provide the situation or task, your action(s) and the result.  If you are applying for your first job, provide examples of other relevant experience that will help us decide your suitability, e.g. gained through education, the community etc. |
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| **Guaranteed Interview Scheme** |
| We are committed to improving employment opportunities for people with disabilities and have adopted the Jobcentre Plus’ Two Ticks symbol which demonstrates that we are “positive about disabled people”. An applicant with a disability who demonstrates that they meet the minimum requirements of an advertised position is entitled to an interview and will be considered on merit.  Do you consider yourself to be eligible for consideration under this scheme? |
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| **Selection requirements** |
| We will make reasonable adjustments to help people with disabilities through the application and selection process. If you have any specific requirements to enable your participation and/or attendance during the selection process, please let us know: |
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| **References** | | | | | |
| Please provide two references. Do not use friends or relatives. We will ask for references before your interview.  If any of your previous roles (voluntary or paid) involved working with children, young people and/or vulnerable adults, we will ask for information about past disciplinary issues relating to these vulnerable groups (including any in which the time penalty is ‘time expired’) and whether you have been subject to any child/vulnerable adult protection concerns and the outcome of any enquiry or disciplinary procedure. If you have any concerns, please contact us or the school you are applying to. | | | | | |
| **Reference 1**: This **must** be your current or most recent employer or, if you do not have any previous employment, your most recent tutor (school, college or university). | | | **Reference 2**: If you have worked with children, young people or vulnerable adults in the past, but are not currently, this **must** be the most recent employer by whom you were employed to work with these vulnerable groups. Otherwise, a reference of your choice. | | |
| Full name: |  | | Full name: |  | |
| Job title: |  | | Job title: |  | |
| Employer: |  | | Employer: |  | |
| Address: |  | | Address: |  | |
| Postcode: |  | | Postcode: |  | |
| Email: |  | | Email: |  | |
| Telephone number: |  | | Telephone number: |  | |
| Relationship to you: |  | | Relationship to you: |  | |
| Did this role involve working with children, young people and/or vulnerable adults? | | Yes/No | Did this role involve working with children, young people and/or vulnerable adults? | | Yes/No |

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| **Declaration of criminal convictions** | | | | | |
| This post is exempt from the Rehabilitation of Offenders Act 1974 and you are therefore required to disclose all criminal convictions, including any which may be ‘spent’. You should also include details of any cautions, reprimands or final warnings. **Please only include details of old and minor cautions, convictions, reprimands and warnings in accordance with the DBS filtering rules relating to such offences. Details of the filtering rules can be found in the attached Applicants Guidance Notes or from www.gov.uk/dbs** | | | | | |
| Have you ever been convicted of any criminal offence, whether ‘spent’ or ‘unspent’, as defined in the Rehabilitation of Offenders Act 1974 or do you have any charges pending? | | | | Yes/No | |
| If yes, please provide details: | | | | | |
| Have you ever been cautioned, reprimanded or received a final warning which although not considered to be criminal convictions and become ‘spent’ immediately, must be considered in relation to this exempt post? | | | | Yes/No | |
| If yes, please provide details: | | | | | |
| Have you ever been barred or restricted from working with children or vulnerable adults? | | | | | Yes/No |
| If yes, please provide details: | | | | | |
| Any subsequent offer of employment will be subject to a criminal record check (disclosure request) from the Disclosure and Barring Service (DBS). This check will include details of cautions, reprimands or final warnings as well as convictions. Appointment will be subject to the information received from the DBS.  I accept that if any of the information is found to be false or misleading I will be disqualified from appointment. I understand that any subsequent offer of employment will be subject to the outcome of a criminal record check from the DBS that TPAT will request my authorisation for such a check to be made. | | | | | |
| **Signature:** |  | **Date:** |  | | |

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| **Disclosure of interest** | |
| Have you ever received a redundancy payment or pension from a local authority? | Yes/No |
| If yes, please give details including month and year: | |
| Are there any restrictions to you living and working in the UK which might affect your right to work for us (e.g. needing a work permit/visa)? | Yes/No |
| If yes, please provide details: | |
| The role information supplied will say if this post requires travel and, if so, if you need access to transport and/or a full current UK driving licence. | |
| If needed, do you have access to transport? | Yes/No |
| If needed, do you have a full current UK driving licence? | Yes/No |
| The Working Time Regulations (1998) require us to check the hours worked by employees. Would this role be your only employment? | Yes/No |
| If no, please provide details of your other role(s) and the days and hours you work: | |
| Canvassing of our employees (asking them to help you get this role), directly or indirectly, for any appointment will disqualify your application. Also, if you fail to declare any relationship with an employee of TPAT your application may be disqualified and, if appointed, you may be dismissed without notice. | |
| Are you related to, or have you formed any relationship (personal, financial or professional) with any current employee of TPAT, or School Governor? | Yes/No |
| If yes, please give details: | |
| Do you, your partner or family have any interests (personal, financial or professional) that may conflict with you doing this role? | Yes/No |
| If yes, please give details: | |
| Have you ever been the subject of a formal disciplinary procedure?  Have you ever been dismissed from any previous employment? | Yes/No |
| If yes, please give details: | |

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| **How we protect your personal information** |
| We keep on file information from this application form, equal opportunities form and any documents you attach. This is required for recruitment and equal opportunities monitoring purposes, the payment of staff and the prevention and detection of fraud. All information will be dealt with in accordance with data protection legislation and will not be sold to any third party. Unsuccessful application forms will be destroyed after 12 months; anonymised data will be kept for monitoring purposes |

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| **Your declaration** | | | | | | |
| I understand that any employment, if offered, will be subject to the information on this form being correct and I confirm that no valid information has been wilfully withheld. I understand that if I am appointed, I am liable to dismissal without notice if the information on this form is later proved to be inaccurate. | | | | | | |
| **Signature** (applicant): | |  | | **Date:** | |  |
| Please sign and date if you are returning the form by post. If returning by email, you will be asked to sign a copy before any offer of employment is made. | | | | | | |
| If you have completed this form on behalf of the applicant, please add your details: | | | | | | |
| Name (printed): |  | | Contact number: | |  | |

**Thank you** for taking the time and effort to complete this application form. The role information supplied will say where it should be returned.

**Please make sure you complete our equal opportunities monitoring form attached to your application pack.**

**Useful Information**