

Trewirgie Infants Information for Applicants

Trewirgie Road, Redruth, TR15 2SZ

trewirgieinf@tpacademytrust.org www.trewirgie-inf.cornwall.sch.uk

Headteacher: Mrs Cath Callow



SEN Teaching Assistant Band 3

TPAT Point 6 (£12.63ph) £24,366 FTE

We require an SEN Teaching Assistant to start as soon as possible.

Contract Type: Fixed Term 24 hours per week

This position is dependent on SEN/EHCP funding

You will be required to take a pro-active role in the support of the educational, social and physical needs of 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 the School setting.

Closing date: 31st January 2025

Interviews will be held: w/c 3rd February 2025
To start as soon as possible.

The school reserves the right to recruit if a suitable candidate is found before the end of the closing date.

Welcome to Trewirgie Infants 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.

Trewirgie Infants is a vibrant school where children are enthusiastic and motivated to achieve endless possibilities. The children are at the heart of every decision we make to ensure that they are happy, confident and that the opportunities that are provided for them are relevant to their needs both now and in the future.

At Trewirgie Infants School, we believe that children should be curious about their learning. Through our engaging curriculum, we ensure that children can foster a passion for learning that will help to develop high aspirations and a lifetime of memories. We believe in ensuring that children receive a well-rounded curriculum; where individual talents can be spotted and nurtured to ensure that all children experience success and reach their full potential.

The school has a dedicated team that works hard to reach high standards in everything we do. This is further embedded through our relationships with parents, the local community and the other schools. We firmly believe that education is a partnership between home and school and regard you as an active partner in your child's education and value your interest and support.

Mrs Cath Callow - Headteacher

General Background

The school caters for children between the ages of 3 - 7. We have a Nursery within the school grounds, providing opportunities for younger children.

We currently have 276 pupils on roll and offer a rich & diverse curriculum, as well as a full programme of before & after-school activities.

In June 2021 we joined Truro and Penwith Academy Trust and will be working collaboratively with our partner schools as well as having excellent links with the Redruth Learning group of schools.

Class Organisation

The school currently has 276 children on roll consisting of 3 form entry ranging from Reception to Year 2 and a 52 place Nursery.

Staff Organisation

The staff organisation can be located on our website

<https://www.trewirgie-inf.cornwall.sch.uk/about/staff/>

We are strongly committed to staff development and learning.

Our Curriculum

At Trewirgie Infants and Nursery school, we inspire children to engage in learning, and to be proud members of a caring, supportive and successful school. We support our children to develop life-long learning skills; to be independent and creative thinkers and to be socially confident. To enable our children to be successful, we have developed a curriculum that captures their interests, stimulates their ideas and encourages inquisitiveness and critical thinking which meets their needs and reflects our locality and heritage.

At our school, we teach the children to care about themselves and others. We encourage our children to share their thoughts, ideas and feelings so we can support them to succeed to be healthy lifelong learners who are emotionally and mentally strong. Our aim is to inspire and educate our children in a happy, safe and enjoyable environment. We want our children to develop life skills, to be independent and creative thinkers and to be socially confident throughout their education and into their adult lives. Helping our children to develop respect, self-esteem and an ability to value themselves and others in order to make positive life choices for themselves.

Our curriculum is planned carefully to follow the National Curriculum objectives but always with our children and our school's locality at its heart. We provide a creative curriculum framework in which children can develop an understanding of their own skills, expertise and knowledge allowing them to explore and build upon these as a process of self-development. It is designed to be broad, balanced and relevant to the experiences and needs of our children. It is structured to allow a progression in the acquisition of skills, knowledge and understanding for our children to succeed in a changing world. All children will have opportunities to experience all areas of the curriculum. Building upon the knowledge and skills learnt and developed in Early Years throughout their journey into Key Stage 1.

Our children and community shape the way we have decided to create our curriculum. We recognised that our children needed a curriculum that is interesting, creative, intriguing and fun experience. Each year group and class adapt their own planning to meet our children's real life needs and their starting points. All staff set high expectations for all children. They use appropriate assessments to set ambitious but achievable targets and plan challenging work to inspire and extend children's knowledge and skills.

Teachers plan lessons so that Pupil Premium and SEND children can study every National Curriculum subject, ensuring that there are no barriers to learning and every child can achieve at their level. Teachers take account of the needs of children whose first language is not English. Lessons are planned so that teaching opportunities are there to help those children to develop their English, and to support them to take part in all subjects.

Job Description

Job Title:	SEN Teaching Assistant (Band 3)
Salary Range:	TPAT Point 6 £24,366 FTE
Hours:	24 hours per week
Base:	Trewirgie Infants School, Redruth
Responsible to:	SENCO/Teaching staff
Direct Supervisory Responsibility for:	None
Important Functional Relationships: Internal/External	Teachers, pupils, support staff, parents

Main Purpose of Job:

- To take a pro-active role in the support of the educational, social and physical 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 an ARB or a mainstream setting

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 an individual or small group of children within a class under the overall control of the 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 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
- To meet the mobility needs of the pupil assisting in the use of a wheelchair/hoist, ensuring compliance with safe lifting procedures and associated training
- To meet the needs of incontinent pupils
- To meet the needs of pupils with emotional and behavioural difficulties. To control the pupil to prevent harm and disruption to the pupil or others, within the limits of the post holders training school policies and procedures

General/Other:

- To ensure that pupils needs are prioritised and to have a clear sight of how this role impacts on the academy and the trusts pupils at all times
- To act as a Trust team member and provide support and cover for other staff where needs arise inclusive of occasional work at other sites within a reasonable travel distance
- 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

Person Specification:	Essential	Desirable	Recruiting method
Education and Training	<p>Good levels of literacy and numeracy</p> <p>Qualified to NVQ level 2 or equivalent in a relevant area</p>	<p>Completion of the DfES Induction for Teaching Assistants</p> <p>CLANSA or Cornwall Certificate in SEN</p>	Application
Skills and Experience	<p>Experience of working with children</p> <p>Organisational skills</p> <p>Good communication skills</p> <p>Able to prioritise between different demands</p> <p>Able to work to deadlines</p> <p>Self-motivated, and able to work in a team</p>	<p>Experience of working with children in a school or similar environment</p>	Application/Interview/Assessment
Specialist Knowledge and Skills	<p>Knowledge of a particular area of the curriculum or children's needs (ie: Early Years, EBD, ALS, literacy, numeracy or ICT</p> <p>Demonstrates an awareness, understanding and commitment to the protection and safeguarding of children and young people</p> <p>Demonstrates an awareness, understanding and commitment to equal opportunities</p>	<p>Knowledge of a range of issues relevant to education and child development.</p>	Application/Interview/Assessment
Behaviours and Values			Application/Interview/Assessment
Special Conditions related to the post			
<i>The Trust is committed to safeguarding, promoting the welfare of children and to ensuring a culture of valuing diversity and ensuring equality of opportunities.</i>			

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.

How to apply:	To download an application pack or apply online please visit: www.trewirgie-inf.cornwall.sch.uk Please complete an application form in full and return to: trewirgieinf@tpacademytrust.org Please note that we do not accept CVs.
Contact details:	Address: Trewirgie Infants School, Trewirgie Road, Redruth, TR15 2SZ Tel: 01209 216111 E-mail: trewirgieinf@tpacademytrust.org
Closing date:	31 st January 2025 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.

Our Trust is committed to providing employee benefits that motivate and reward our employees.

Our benefits include:

- A competitive salary
- You will be eligible to join the local government pension scheme/Teachers pension scheme
- Any previous continuous service will be recognised
- Family friendly policies
- Continued professional development support

To find out further information please visit Trewirgie Infants website at www.trewirgie-inf.cornwall.sch.uk

Useful Information

We hope you find all the information you need in order to consider your application for this post.

Any questions or matters you would like to discuss informally, please email:

showe@trewirgieinf.tpacademytrust.org

Please note that CVs will not be accepted.

Application packs can be downloaded from

www.tpacademytrust.org

www.trewirgie-inf.cornwall.sch.uk

Closing Date: 31st January 2025

Completed applications to be returned to showe@trewirgieinf.tpacademytrust.org by 31st January 2025

Shortlisting

To ensure the fairness of the selection process, shortlisting will be based upon the 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.

Interviews will be held on **w/c 3rd February 2025**

Truro and Penwith Academy Trust 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.