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**Vacancy Information Pack**

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| **School Name:** | Nanpean School |
| **Job Title:** | Teaching Assistant |

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| **Information Pack Contents** |  |
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| Job Description | Attached |
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| 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) |



**Nanpean School**

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| **Job Title:** | Teaching Assistant (Band 2) |
| **Pay Point / Pay Range:** | TPAT Point 4 £12.26 per hour |
| **Full Time Equivalent Annual Salary:** | £23,651 |
| **Actual Annual Salary for this Role:** | £14,464 |
| **Contract Type:** | Fixed Term until 31.08.2025 |
| **Hours Per Week / Weeks Per Year** | Hours – 27 hours per week  Working Weeks – 38 working weeks  Paid Weeks – 43.699 paid weeks |
| **Closing Date:** | 12 midnight on Friday 28th February 2025 |
| **Proposed Shortlisting Date:** | Monday 3rdth March 2025 |
| **Proposed Interview Date:** | Friday 7th March 2025 |

Nanpean School (part of Truro & Penwith Academy Trust) is looking to appoint a dedicated, enthusiastic and adaptable Teaching Assistant to work in class, with individuals and carry out lunchtime supervision for 27 hours per week (8.45am – 2:15pm) each day of the school week (Monday – Friday). However, this will constantly be under review and all staff members can be re-deployed to adapt to the changing needs of the school.

This person needs to be able to challenge and encourage young minds and become a valuable contributor to an outgoing and committed team. A sense of humour is key, coupled with a genuine commitment and determination to ensure our pupils receive the best learning opportunities and make accelerated progress.

The successful candidate will be:

· Passionate about a child-centred approach to education

· Able to motivate and challenge young learners

· Able to demonstrate high expectations and aspirations for all

· Able to build positive relationships with pupils, parents, governors and our community

· A strong team player with good communication and interpersonal skills

· Flexible and adaptable

If selected for Interview, this will include being observed leading a session with a group of children as well as a formal interview.

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 taken.

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| To find out more about Nanpean School please visit: | nanpean.cornwall.sch.uk |
| To discuss this position please contact the Headteacher: | Email – rnile@nanpean.tpacademytrust.org  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: | nanpean@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.*

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| **School Information for Applicants** | |
| **School Address:** | Nanpean School  St Georges Road  Nanpean  St Austell  PL26 7YH |
| **School Telephone Number:** | 01726 822447 |
| **School Email Address:** | nanpean@tpacademytrust.org |
| **Name of Headteacher:** | Miss Rachel Nile |
| **Website Address:** | nanpean.cornwall.sch.uk |

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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.

Our School is located in the “Clays Area” near to St. Austell on the South Coast of Cornwall. The school caters for children between the ages of 4 – 11. We put the children at the centre of what we do at Nanpean by aiming to instil in our children a love of learning and develop a ‘can do’ approach that enables them to grow ambition. Our children develop an understanding of themselves as individuals, with their own talents and characters, as well as value the people and world around them. We are committed to preparing our children for the next stage on their journey so that they are able to grasp all opportunities in their future.

Nanpean joined the highly successful Truro and Penwith Academy Trust (TPAT) in February 2023. Our school enjoys working collaboratively both locally but also with our partner schools within the Trust. We are part of the “East Cluster” with St Dennis and Roche schools our closest neighbouring Trust schools. The school currently has 134 children on roll. The class structure for the next academic year is an EYFS/Yr1 class, a Year 1 / 2 Class, a year 3 /4 class, a year 4/5 class and a year 6 class. We currently have 9 class teachers. In addition to class teachers, we have one office staff member. We have a team of 6 skilled and dedicated support staff who are a key part of our teaching and learning team. We are lucky to have a school caretaker who attends site each day and three school cleaners completing the staff team. Our SENDCO, is a class teacher, she has dedicated SEND time to support pupils across the school. Mrs Mongomery-Smith is the Assistant Head teacher who is out of class daily to support Early Reading, Teaching and Learning as well as leading on behaviour and attitudes. We are strongly committed to staff development and learning and are committed to all staff growing professionally.

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** |
| Nanpean School is located in the “Clays Area” near to St. Austell on the South Coast of Cornwall. The school caters for children between the ages of 4 – 11. Currently there are 117 pupils on roll. |

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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. By virtue of the Rehabilitation of Offenders Act 1974 (Exceptions) Order 1975, Section 4(2) of the Rehabilitation of Offenders Act does not apply to this application as the post involves substantial opportunity of access to children. This means that you may not withhold information about previous convictions, cautions, reprimands bind-overs or warnings on the grounds that it is otherwise ‘spent’. All criminal convictions must be declared. Failure to do so may result in your application being disqualified or, if discovered after appointment, may be regarded as grounds for dismissal. |

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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: | Sam Houston | | Contact Email Address: | nanpean@tpacademytrust.org | | 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: | 12 midnight on Friday 28th February 2025 |   Completed applications must be returned to the email address above and be received by 12 Midnight on the closing date provided.   |  |  | | --- | --- | | Interview Date(s): | Friday 7th March 2025 |   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. |