



**Truro and Penwith  
Academy Trust**

# PENSANS SCHOOL

Pensans School, Madron Road, Penzance, TR20 8UH  
 secretary@pensans.cornwall.sch.uk  
 Headteacher: Ms Angela Clay  
 www.pensansprimary.co.uk

## NURSERY TEACHING ASSISTANT RECRUITMENT PACK

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# School information for applicants



## Welcome to Pensans 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. We are developing our pedagogy to inspire and motivate children and adults to fully engage with learning so that the children develop a passion for learning. As part of EdTransform we are committed to the following core principles:

1. We place the learner at the centre of all of our activities, continuously reflecting on how effectively our actions are impacting on the outcomes of each individual.
2. Our curriculum content is relevant to the lives of our learners, ensuring that outcomes are authentic and have an impact on the real world.
3. We provide learners with the necessary tools and environments to enable them to be flexible, choosing how, where and with whom they work.
4. We ensure learners are engaged in collaborative, self-directed learning with the teachers acting as facilitators.
5. We strive for staff members to be treated as professionals, ensuring that we place significant emphasis on professional dialogue and time to plan, design and teach in teams for a significant proportion of their work.
6. We respect and promote the work life balance of employees ensuring that work place systems and schedules encourage a healthy balance. Policies and protocols are regularly reviewed and evaluated to measure their relevance and effectiveness in order to ensure these bureaucratic systems are kept to a minimum.
7. We provide opportunities to network and collaborate across the whole EdTransform network and with our wider community, sharing information freely.
8. We place huge importance on research and on developing new pedagogies and tools to liberate learning from past conventions to connect learners in new and powerful ways.

Ms Angela Clay - Headteacher



## General background

Pensans Community Primary School came into being in September 2005 as a result of the amalgamation of Penzance (Lescudjack) Infant School and Penzance Junior School. The name Pensans is the traditional Cornish spelling of Penzance and was selected by the Governing Body to reflect the cultural heritage of the town. Our school serves a community of deprivation and we are committed to raising standards and ensuring that all children achieve.

Formerly part of Penlee Academy Trust, we joined Truro and Penwith Academy Trust (TPAT) in June 2017. TPAT is a supportive and collaborative organisation with one primary focus: the improvement of teaching and learning within Cornwall. The Academy Trust works with local schools to ensure that young people in Cornwall have access to the best possible learning experiences.

## Class organisation

The school currently has 220 plus Nursery (35) children on roll.

Nursery for 2 year olds – Caterpillars – 8 children

Nursery for 3/4 year olds - Butterflies – 27 children

Reception – Bumblebees – 18 children

1 x Year 1 class – (Green)

1 x Year 2 classes (Orange)

1 x Year 3 classes (Amber)

3 x mixed Year 4 + 5 classes (Cobalt, Indigo and Violet)

1 x Year 6 class (Turquoise)

## Staff organisation

The school has 5 full-time teachers, 5 part-time teachers, a full-time deputy headteacher and a full-time headteacher. In addition, we have an NNEB Qualified Nursery Nurse, a Nursery Lead for 2 year olds and 18 Teaching Assistants who are a key part of our teaching and learning team.

We also have a dedicated non-teaching staff team which cover the administrative, catering and site management responsibilities of the school. The Leadership Team is currently made up of four staff including the headteacher, plus any staff for whom the agenda is particularly relevant.

We are strongly committed to staff development and learning.

## Our curriculum

We have invested in providing a bespoke, exciting and creative curriculum which inspires and motivates children and supports high quality learning. Our curriculum is underpinned by a commitment to REAL Projects.

At Pensans we believe that children need to have a connection with their local community and the wider world. Staff plan learning opportunities within their projects to get children outside in our wonderful school grounds as well as our local environment and around Cornwall. Children get to experience a Forest School programme and experience camps and residential to enrich their learning further.

At the end of each termly project there is a public outcome and we pride ourselves on the engagement and behaviour of our children.

We love to be involved in our local community and regularly link with neighbouring schools, churches, we perform at the annual St Piran's celebrations and Mazey Day as well as many local sporting events.

We provide a range of extra-curricular clubs including rugby, high five, football, cricket, choir, cookery, drama, sewing and many more.



## Safeguarding

Pensans is committed to promoting the safety and well being of all pupils. All recruitment processes are undertaken using thorough checks to ensure the suitability of candidates. Successful candidates will be required to undertake an enhanced Disclosure and Barring Service (DBS) check, and will be assessed against the Childcare Disqualification Regulations.

## Useful Information and Recruitment Timescale

We hope you find this pack provides 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 contact:

Catherine Harvey– by email [secretary@pensans.cornwall.sch.uk](mailto:secretary@pensans.cornwall.sch.uk)

Please note that CVs will not be accepted.

### Closing Date:

All forms in the application pack to be emailed and returned to: [hr@pensans.cornwall.sch.uk](mailto:hr@pensans.cornwall.sch.uk) by **midnight Sunday 3<sup>rd</sup> October 2021**.

### 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

Interviews will be held on **Friday 22nd October**.



## Nursery Teaching Assistant (Bands 2 and 3)

Required to start in early September 2021, a Nursery Teaching Assistant - 23.75 hours in total. The successful candidate will work with and contribute to the Nursery and EYFS Team to create an environment which fosters the all-round development of children under the guidance of the EYFS Leader. They will work as part of a team to ensure the highest standard of skilled childcare and education in accordance with EYFS requirements and Trust policies, ensuring the effective running of the Nursery. They will also take a pro-active role in the support of the educational, social and physical needs of the children with an emphasis on speech and language intervention and TIS/Thrive. The successful candidate will support the curriculum and phase through the provision of high-level assistance to the EYFS Leader in the practical organisation of class activities, undertaking group work and ensuring the welfare and development of the children.

Due to the additional responsibility of managing a team of nursery teaching assistants, 12.5 hours of this post will be paid at the higher Point 6 rate: 11.25 hours a week (Point 4) 9:30am - 11:45am Mon - Fri PLUS 12.5 hours a week (Point 6) 12:45pm to 3:15pm Mon - Fri. The post will be a permanent variable, term time only post and includes a six-month probationary period. When writing your application please refer to the essential and desirable criteria in the following pages.

We are committed to safeguarding children and the successful applicant will be required to undertake an enhanced criminal records disclosure check and two references will be taken up.

<b>Job Title:</b>	Nursery Teaching Assistant (Bands 2 and 3)
<b>Code:</b>	TPAT Point 4 and 6 as per below
<b>Salary Range:</b>	Point 4 - £17,632 FTE per annum / pro rata - £9.14 per hour Point 6 - £18,895 FTE per annum/pro rata - £9.79 per hour
<b>Hours:</b>	23.75 hours in total: 11.25 hours a week (Point 4) 9:30am - 11:45am Mon - Fri PLUS 12.5 hours a week (Point 6) 12:45pm to 3:15pm Mon - Fri. 38 weeks, term time only
<b>Base:</b>	Pensans Community Primary School
<b>Responsible to:</b>	EYFS Leader
<b>Direct Supervisory Responsibility for:</b>	Nursery
<b>Important Functional Relationships: Internal/External</b>	Teachers, Pupils, Support Staff, Parents, Governors



### Main Purpose of Band 2 Teaching Assistant Role:

- 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 EYFS Leader /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 EYFS Leader 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 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's and the trust's pupils at all times
- New Appointments: 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 Band 2:	Essential	Desirable	Recruiting method
<b>Education and Training</b>	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
<b>Skills and Experience</b>	Experience of working with children within a primary classroom  Experience of working with children with IEPs  FOR 1-1 post - Working with children with autism or characteristics of autism (difficulties around change, control, anxiety, building relationships, social interaction etc)  For intervention post – Ability to deliver specific intervention programmes		Application/Interview/Assessment
<b>Specialist Knowledge and Skills</b>	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	Knowledge of a range of issues relevant to education and child development including autism  Experience of planning activities for children  First aid qualifications  Experience of working alongside outside agencies	Application/Interview/Assessment



<b>Behaviours and Values</b>	<p>Be able to work co-operatively as part of a team</p> <p>Strong professional relationships with parents</p> <p>Strong professional relationships with pupils</p> <p>A high level of commitments, drive and flexibility</p> <p>Enthusiasm for the role of teaching assistant</p> <p>Good communication skills</p> <p>Committed to raising levels of achievement of children</p> <p>Ability to use positive behavior strategies</p> <p>Demonstrates an awareness, understanding and commitment to equal opportunities</p>		Application/Interview/Assessment



### Main Purpose of Band 3 Teaching Assistant Role:

- Work with and contribute to the Nursery and EYFS Team to create an environment which fosters the all-round development of children under the guidance of the EYFS Leader;
- To work as part of a team to ensure the highest standard of skilled childcare and education in accordance with EYFS requirements and Trust policies, ensuring the effective running of the Nursery;
- To provide leadership and support to the team promoting the highest standards of teaching support;
- To take a pro-active role in the support of the educational, social and physical needs of the children through Outdoor Learning;
- To support the curriculum and phase through the provision of high-level assistance to the EYFS Leader in the practical organisation of class activities, undertaking group work and ensuring the welfare and development of the children.

### Main Duties and Responsibilities:

- Ensure the children and parents are welcomed into a warm and happy environment creating a stimulating and pleasant working atmosphere;
- To provide regular, interesting and varied play activities to create a stimulating environment through themes;
- To supervise, develop and manage Outdoor Learning in EYFS ensuring the highest standards of teaching support are maintained within the phase;
- Supervisory and management duties will include:
  - providing advice and guidance to promote improvements in current practice;
  - providing induction and job familiarisation training for new staff;
  - undertaking appraisals and training needs analyses with staff to ensure continued self-development of staff and updated skills;
  - liaising with teachers and co-ordinators with regard to devising appropriate work programmes;
- To assist individuals and groups of children in developing knowledge, skills and attitudes as defined by the EYFS requirements. To take into account the learning support involved to aid the children to learn as effectively as possible;
- To establish supportive relationships with the children to encourage acceptance, inclusion, social integration and individual development, promoting and reinforcing children's self-esteem;
- To oversee, manage and supervise groups of children undertaking lesson activities independently, under the overall responsibility of the EYFS Leader;
- To meet the needs of children with emotional and behavioural difficulties. To help emotionally regulate children to prevent harm and disruption to the children or others, within the limits of the post holders training, following the School's policies and procedures;
- To be responsible for the planning of teaching equipment, materials and other resources required to support the delivery of EYFS activities as outlined in the Teacher's lesson plans. 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 be responsible for ensuring classrooms are left clean and tidy after lessons, and all teaching materials and resources are accounted for and stored securely when not in use. To ensure all wall displays are well maintained;



- To help administer children's meals and snacks, ensuring special dietary needs are met at the appropriate times and to undertake certain domestic jobs eg preparation of snacks, meals, cleansing equipment etc, encouraging children's participation in these tasks;
- To manage lunch time supervision of children in accordance with Pensans School's Policy for Playground Supervision and ensure that meal times are a time of pleasant social sharing;
- To meet the personal care needs of the children, washing and changing as required;
- Providing comfort and warmth to a child who is unwell;
- To accompany children on educational visits and outings as supervised by the EYFS Leader;
- To assist with the assessment, monitoring and recording of children's progress, achievement, health, behaviour and general wellbeing and to feedback any concerns to the EYFS Leader or Headteacher as appropriate;
- Record accidents/incidents in accordance with Pensans School's & TPAT's policies;
- 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 IEPs, and to feedback to the EYFS Leader with regard to children's progress and the success of IEP's, including making recommendations for alterations to improve the effectiveness of IEPs;
- To meet with the EYFS Leader and/or other appropriate staff on a regular basis to discuss improvements to the teaching practices, delivery of EYFS activities and progress and concerns regarding individual children;
- 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 the above duties as directed by the EYFS Leader.

#### General/Other:

- To ensure that pupils needs are prioritised and to have a clear sight of how this role impacts on Pensans School's and the Trust's children at all times;
- To act as a School and 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 School and Trust policies and procedures;
- To contribute to and work within a safe working environment;
- 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 Band 3:	Essential	Desirable	Recruiting Method
<b>Education and Training</b>	Good levels of literacy and numeracy  Qualified to NVQ Level 3 or equivalent in a relevant area/setting		Application



<b>Skills and Experience</b>	<p>Experience of working with EYFS children</p> <p>Experience of supervising or managing staff</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 EYFS children in a school or similar environment</p>	Application/Interview/Assessment
<b>Specialist Knowledge and Skills</b>	<p>Extensive knowledge and understanding of children and the EYFS curriculum</p> <p>Knowledge and experience of Outdoor Learning</p> <p>Knowledge and understanding of Characteristics of Effective Learning</p> <p>Knowledge and understanding of Tapestry Learning Journey</p> <p>Knowledge and understanding of Leuvern Scale</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> <p>Knowledge of Early Talk and developing communication skills</p> <p>Knowledge and experience of Restorative Justice approaches</p>	Application/Interview/Assessment
<b>Behaviours and Values</b>	<p>Work constructively as part of a team</p>		Application/Interview/Assessment



	demonstrating Respect, Tolerance and Kindness		
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Special Conditions related to the post
<p><b><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></b></p> <p>Successful applicants must be suitable to work with children and will need to undertake the following before commencing employment:</p> <ul style="list-style-type: none"> <li>• Enhanced Disclosure &amp; Barring Service (DBS) Certificate with barred list information</li> <li>• Receipt of two satisfactory employer references one of which must be from your current or most recent employer</li> <li>• Satisfactory verification of relevant qualifications</li> <li>• Satisfactory health check</li> </ul> <p>All new employees will be required to undertake mandatory training required by the Trust.</p>

<b>How to apply:</b>	<p>Please complete an application form in full and return to: Pensans School as below via email, post or hand delivery.</p> <p>Please note that we do not accept CVs.</p>
<b>Contact details:</b>	<p>Address: Pensans School, Madron Road, Penzance TR20 8UH Tel: 01736 363627</p> <p>Email: <a href="mailto:hr@pensans.cornwall.sch.uk">hr@pensans.cornwall.sch.uk</a></p>
<b>Closing date and Interview date:</b>	<p>Please note that the closing date for the post is midnight 3<sup>rd</sup> October. If you have not been contacted to attend an interview for this post by Thursday 16<sup>th</sup> September July please assume that you have not been shortlisted.</p> <p>Please note that interviews are scheduled for Friday 22<sup>nd</sup> October.</p>

***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
- Any previous continuous service will be recognised
- Family friendly policies
- Childcare vouchers
- Continued professional development support





## Letter from Chair of the Board of Trustees

Thank you for your interest in this opportunity to join the Truro and Penwith Academy Trust.

We are proud of our Academy Trust and what has been achieved since it was established early in 2014. During a sustained period of growth, the Trust has expanded and now includes twenty-eight schools with three having joined us at the beginning of April 2019. The Trust encompasses provision across the nursery, primary and secondary phases of education with schools grouped into three main clusters.

In January 2019, the Trust was highly praised in a summary evaluation visit by Ofsted. The findings confirmed that the Trust is one that schools want to join. It was acknowledged that there is high quality support within the Trust for schools and that Headteachers feel supported and empowered.

The Trust is innovative and dynamic and works in partnership with the Cornwall Teaching School and its associates to provide bespoke school support and effective improvement activities. Staff receive high quality development opportunities and schools in the Trust benefit from the considerable expertise of the TPAT Central Team which can help to identify cost effective and local solutions as well as supporting excellent leadership and governance.

Central to everything that is done in the Trust are the students. We firmly believe in equality and the importance of encouraging and helping every one of our children and young people to achieve their full potential. Our key focus is on improving learning and teaching for all.

We recognise and encourage the local distinctiveness and the individuality of schools and hope to inspire them to become beacons of hope and aspiration in the communities they serve.

The Trust is looking for an exceptional candidate with vision, energy and determination, who is able to work with committed and supportive colleagues to build on this success and seize opportunities to further develop the Trust and deliver first class education in Cornwall.

If you have the ambition and qualities to take on this challenging role we look forward to receiving your application.

**Ellen Winsor MBE**

**Chair of the Board of Trustees**

**Truro and Penwith Academy Trust**