PENSANS SCHOOL

Pensans School, Madron Road, Penzance, TR20 8UH
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Headteacher: Ms Angela Clay

www.pensansprimary.co.uk

NURSERY 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.

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 258 plus Nursery (40) children on roll.
Nursery for 2 year olds – Caterpillars – 9 children
Nursery for 3/4 year olds - Butterflies – 25 children
Reception – Bumblebees – 28 children

1 x Year 1 class – (Green)
2 x mixed Year 2 classes (Orange and Lime))
3 x mixed Year 3 + 4 classes (Cobalt, Amber and Violet)
3 x mixed Year 5 + 6 classes (Emerald, Indigo and Turquoise)

Staff organisation

The school has 7 full-time teachers, 6 part-time teachers and a full-time headteacher. In addition, we have an NNEB Qualified Nursery Nurse, a Nursery Lead for 2 year olds and 25 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 residentials 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

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.

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, or to arrange a visit please contact:

Catherine Harvey– by email secretary@pensans.cornwall.sch.uk or call 01736 363627

Please note that CVs will not be accepted.

Closing Date:

All forms in the application pack to be completed and returned to**:** hr@pensans.cornwall.sch.uk by **midnight Wednesday 4 September 2019.**

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 **Monday 9 September 2019.**

Job Outline

Required from September 2019, a nursery assistant for 12.5 hours a week, Mon-Fri 12:45pm – 3:15pm. £8.49 per hour - £16,382 FTE per annum / pro rata.

The post will require you to support EYFS children during nursery sessions. You will be supporting children in a play based learning environment, helping to develop communication and language, as well as social, emotional and physical skills.

All successful candidates must have high expectations and skills in positive behaviour management. They must also have previous experience of working with children and be a strong team player. We are looking for an individual who will embrace the ethos of our school and who will strive to make a difference for the young people in our care with passion and enthusiasm.

We actively welcome visits to find out more about our school and the post.

We are committed to safeguarding children and the successful applicant will be required to undertake an enhanced Disclosure and Barring Service (DBS) check, and will be assessed against the Childcare Disqualification Regulations.

When writing your application please refer to the essential and desirable criteria in the person specification in the last section.

Job Title:	Nursery / Teaching Assistant (Band 2)
Salary Range:	£8.49 per hour - £16,382 per annum/ pro rata
Hours:	12.5 hours per week Mon – Friday 12.45pm – 3:15pm from Sept 19
Base:	Pensans School
Responsible to:	EYFS Leader /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.

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:	**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 within a nursery and/or primary classroom	Experience of working with children with IEPS	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	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
Behaviours and Values	Be able to work co-operatively as part of a team Strong professional relationships with parents		Application/Interview/Assessment

	Strong professional relationships with pupils A high level of commitments, drive and flexibility Enthusiasm for the role of teaching assistant Good communication skills Committed to raising levels of achievement of children Ability to use positive behavior strategies Demonstrates an awareness, understanding and commitment to equal opportunities		

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.

How to apply:	Application pack from county or Pensans website. Please complete an application form in full and return to: hr@pensans.cornwall.sch.uk Please note that we do not accept CVs.
Contact details:	Address: Pensans School, Madron Rd, Penzance, TR20 8UH Tel: 01736 363627 E-mail: secretary@pensans.cornwall.sch.uk
Closing date:	Wednesday 4th September (midnight) 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:

- You will be eligible to join the local government pension scheme
- Family friendly policies
- Childcare vouchers
- Staff wellbeing scheme
- Continued professional development support

To find out further information please visit Trusts website at www.pensansprimary.co.uk

Letter from Chair of the Board of Trustees

Ellen Winser MBE
Chair of the Board of Trustees
Truro and Penwith Academy Trust

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 three schools with another three set to join shortly. The Trust encompasses provision across the nursery, primary and secondary phases of education with schools grouped in three main clusters in the Truro area, West Cornwall and the Clay Country.

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 Truro and Penwith College 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 in a safe and welcoming environment where children and young people are respected and feel valued.

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 role we look forward to receiving your application.

Ellen Winser MBE

Chair of the Board of Trustees

Truro and Penwith Academy Trust

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