Teaching Assistant RECRUITMENT PACK

***St Erth School***

|  |  |
| --- | --- |
| CONTENTS |  |
| Advert |  |
| Information about St Erth School |  |
| Job Description |  |
| Person Specification |  |
| Application form |  |
| Equal Opportunities form |  |
| Safeguarding Form |  |
| Health Assessment Questionnaire |  |
| Letter from Chair of Board of Trustees |  |
| Useful Information |  |

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

I

**School information for applicants**



School Lane, St Erth, Hayle TR27 6HN Telephone: 01736 753153

[secretary@st-erth.cornwall.sch.uk](mailto:secretary@st-erth.cornwall.sch.uk) [www.st-erth.cornwall.sch.uk](http://www.st-erth.cornwall.sch.uk)

Headteacher: Mr Rick Gill

**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.**

St Erth School is a wonderful place to learn, both in school and visiting local beaches and woods nearby. Our children have positive attitudes to their learning, love performing & taking part in community events and are very proud of their school.

At St Erth we value the well- being of the children in our care above all else. We aim to create a happy, safe, caring environment in which every child can succeed and do their best. The staff at St Erth are highly skilled, dedicated and passionate about getting the very best from our children.

**Ofsted 2013** ‘*The school is a vibrant, close knit community where pupils’ outstanding behaviour and the uplifting welcome shown to pupils newly arrived from other schools, continues as a strength in all parts of the school*’

*‘The high quality care and safeguarding of pupils’ welfare provided at the school fully reflects the school’s motto ‘Caring, sharing, preparing for life’.*’

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 ring us and have a look around.**

**Mr Ralph Hammond – Acting Head of School Mr Rick Gill – Executive Headteacher**

**Welcome to St Erth School**

St Erth Schoolis located in the small village of St Erth which is located approximately two miles west of the coastal town of Hayle. This means we have quick access to the beautiful three miles of golden sands in St Ives Bay.

The school caters for children between the ages of 4 - 11. There is a pre -school within the school grounds, providing opportunities for younger children. We currently have 101 pupils on roll and offer a rich & diverse curriculum, as well as a full programme of before & after-school activities.  In 2016 we joined the Truro and Penwith Academy Trust and enjoy working collaboratively with our partner schools as well as having excellent links with both St Ives and Hayle secondary schools which are both also in the Academy Trust.

**General background**

**Class organisation**

The school currently has 106 children on roll in four classes.

Treen Class: EYFS & Year 1 – Mrs Thomas Mousehole Class: Year 1 &Year 2 – Miss Bloxam

Fistral Class: Year 3 & Year 4 – Mrs Murgatroyd & Mrs Walsh Godrevy Class: Year 5 & Year 6 – Mr Hammond  
Mr Moore, Year 5 – Mr Hyde and Year 6 – Miss Fitzgerald.

**Staff organisation**

The school currently has an Executive Headteacher, and a Head of School. There are three full-time teachers, two part-time teachers (job-share), a SENDCO one day/week, a part-time music teacher and a part-time P.E/ICT teacher. In addition we have six teaching assistants and one SEN teaching assistant who are a key part of our teaching and learning team.

We also have a highly dedicated and extremely efficient school administrator who also oversees site management. Both our catering and cleaning contracts are provided by outside companies.

We are strongly committed to staff development and learning.

**Our curriculum**

We have invested a lot of energy in providing a bespoke, exciting and creative curriculum which inspires and motivates children and supports high quality learning. Our curriculum is also underpinned by a commitment to developing core skills.

At St Erth we believe that children need to have a connection with their local area and nature. 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. All Key Stage 2 children get to experience a six week Forest School programme and experience camps and residential trips to enrich their learning further.

At the end of the summer term Key Stage 2 also perform an end of year show to great acclaim! We perform this at our local secondary school and pride ourselves on our fantastic singing and the amazing acting skills of our pupils.

We love to be involved in our local community and regularly serve refreshments at our local Farmers Market, perform at the annual St Piran’s celebrations and compete in the Wall Music Festival 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.

**Job Description & Person Specification**

|  |  |
| --- | --- |
| **Job Title:** | Teaching Assistant (Band 1) |
| **Code:** | Sup36 |
| **Salary Range:** | £15,820 Per annum/pro rata (Dependant on skills and experience) |
| **Hours:** | 19 hours per week (Mon – Fri 9.00 – 12.00 and 2 afternoons 1.00 – 3.00) |
| **Base:** | Fistral Class, St Erth School |
| **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 assistance to the teacher in the practical organisation of class activities and small group work |

|  |
| --- |
| **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 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 attend staff meetings and school-based INSET as required. To meet with the SENCO and/or other appropriate staff * 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 |

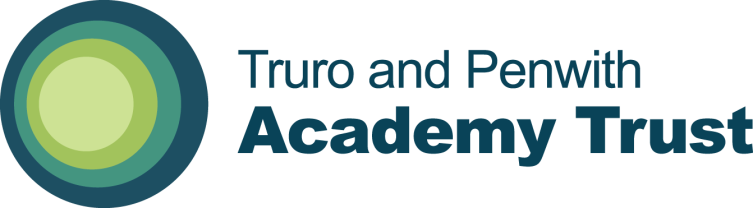
|  |
| --- |
| **General/Other:** |
| * To ensure that pupils needs are prioritised and to have a clear sight of how this role impacts on the school’s and the trust’s pupils at all times * **New Appointments:** To act as a Trust team member and provide support and cover for other staff where needs arise 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 |  | Application |
| **Skills and Experience** | Experience of working with children  Organisational skills  Good communication skills | Experience of working with children in a school or similar environment | Application/Interview/Assessment |
| **Specialist Knowledge and Skills** | 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 |  | Application/Interview/Assessment |
| **Behaviours and Values** |  |  | Application/Interview/Assessment |

|  |
| --- |
| **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:** | To down load an application pack or apply online please visit: [www.st-erth.cornwall.sch.uk](http://www.st-erth.cornwall.sch.uk)  Please complete an application form in full and return to: [secretary@st-erth.cornwall.sch.uk](mailto:secretary@st-erth.cornwall.sch.uk)  Please note that we do not accept CVs. |
| **Contact details:** | Address: St Erth School, School Lane, St Erth, Hayle TR27 6HN  Tel: 01736 753153  E-mail: [secretary@st-erth.cornwall.sch.uk](mailto:secretary@st-erth.cornwall.sch.uk) |
| **Closing date:** | Monday 8th October 2018 - 17.00 hrs  Please note that if you have not received a reply within 10 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’s website at [www.st-erth.cornwall.sch.uk](http://www.st-erth.cornwall.sch.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.**

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

|  |  |  |  |
| --- | --- | --- | --- |
| **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) | |

|  |  |  |  |
| --- | --- | --- | --- |
| **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 |
|  |  |  |  |
|  |  |  |  |

|  |  |  |  |
| --- | --- | --- | --- |
| **Post 16 education below degree level:** | | | |
| School/college attended (with dates) and location | Qualifications achieved with subjects | Grade awarded | Year achieved |
|  |  |  |  |
|  |  |  |  |

|  |  |  |  |
| --- | --- | --- | --- |
| **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 |
|  |  |  |  |

|  |  |  |  |
| --- | --- | --- | --- |
| **Teaching qualification (if not detailed above):** | | | |
| Name of qualification, age range, subjects qualified to teach | Name of training provider | Grade | Year achieved |
|  |  |  |  |

|  |  |  |  |
| --- | --- | --- | --- |
| **Specific qualifications related to teaching and education:** | | | |
| Name of qualification (NPQH, SEN, PG Dip) | Provider | Grade | Date achieved (dd/mm/yy) |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |

|  |  |  |
| --- | --- | --- |
| **Teacher Training (for teaching posts only)** | | |
| 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 | | |

|  |  |  |
| --- | --- | --- |
| **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 |
|  |  |  |

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **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): | | | | |

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **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 |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |

|  |
| --- |
| **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. |
|  |

|  |
| --- |
| **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. |
|  |

|  |
| --- |
| **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? |
|  |

|  |
| --- |
| **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: |
|  |

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **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 |

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **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:** |  | | |

|  |  |
| --- | --- |
| **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: | |

|  |
| --- |
| **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 |

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| **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.

**CONFIDENTIAL**

**EQUAL OPPORTUNITIES MONITORING**

**This form must be completed and returned with all applications**

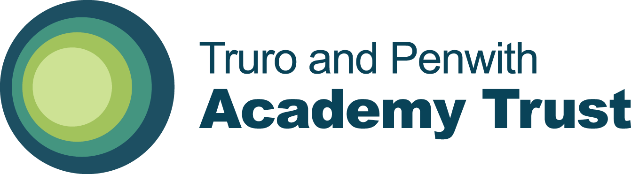
Truro and Penwith Academy Trust is committed to the principle of the development of policies to promote equal opportunities in employment regardless of workers’ gender, marital status, race, colour, nationality (including citizenship), ethnic or national origins, disabilities, age, sexual orientation, responsibility for dependants, religious or political affiliation and trade union activities. Applicants can obtain a copy of our Equality Policy on request.

The following questions are used solely for the purpose of monitoring equal opportunities and are in accordance with the criteria identified in Racial Equality guidelines. This information will not be used when deciding on a short-list or making an appointment, but your co-operation in completing the following would be very much appreciated.

|  |  |  |  |
| --- | --- | --- | --- |
| FULL NAME: |  | | |
| MAIDEN NAME: |  | | |
| POST APPLIED FOR: |  | | |
| CLOSING DATE: |  | | |
| VACANCY TYPE: | Full Time  Part Time  Term Time Only: Yes  No | | |
| **Details:** | | | |
| MARITAL STATUS: | Single  Married  Separated  Divorced  Widowed | | |
| GENDER: | Male  Female | | |
| DATE OF BIRTH: |  | | |
| AGE GROUP: | 16-20  21-30  31-40  41-50  51-60  61-65  65+ | | |
| **Disability Status:** | | | |
| The Disability Discrimination Act (DDA) defines a disabled person as someone who has a physical or mental impairment that has a substantial and long-term adverse effect on his or her ability to carry out normal day-to-day activities.  Do you consider yourself under this definition to be disabled? Yes  No  If yes, please give details:  Is there any other information which you would like us to take into account with regard to your disability? | | | |
| **Vacancy Advertisement:** | | | |
| Where I saw the Vacancy Advertised: | | | |
| West Briton  Cornishman  TES | | TPAT Website  Internally | This is Cornwall Jobsite  From a friend/Word of mouth |
| FEJobs Online  Other(Please state): | |
| **Ethnic Origin:** | | | |

Please describe your ethnic origin by placing an ‘X’ in the appropriate box:

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| **‘X’** | **Nationality** | **Culture** |  | **‘X’** | **Nationality** | **Culture** |
|  | Asian or Asian British | Indian |  |  | Mixed | White and Black Caribbean |
|  | Asian or Asian British | Pakistani |  |  | Mixed | White and Black African |
|  | Asian or Asian British | Bangladeshi |  |  | Mixed | White and Asian |
|  | Asian or Asian British | Other |  |  | Mixed | Other |
|  | Black or Black British | Caribbean |  |  | White | British |
|  | Black or Black British | African |  |  | White | Irish |
|  | Black or Black British | Other |  |  | White | European |
|  | Chinese | Chinese |  |  | White | Other |
|  | Chinese | Other |  |  |  |  |

****

**CONFIDENTIAL -Safeguarding Form**

For more information, advice and guidance on safer recruitment, criminal record checks and the Disclosure and Barring Service, please contact the HR Manager Harriet Andrew on 01872 308172 or email [tpat@truro-penwith.ac.uk](mailto:tpat@truro-penwith.ac.uk)

**Please call 01872 03172 if you require this form in a different format or language.**

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.

|  |
| --- |
| **Safeguarding children, young people and vulnerable adults** |
| It is the responsibility of all employees to maintain awareness of policies and practices regarding the safeguarding of children, young people and/or adults who may be at risk. You should report concerns/allegations in accordance with corporate guidance procedures. This responsibility applies to all Council 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 the Council.  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. |
|  |

**Criminal Convictions and Disqualification Declaration**

|  |  |
| --- | --- |
| **SECTION A**  **Declaration of criminal convictions** | |
| This post is covered by the Rehabilitation of Offenders Act 1974 (Exceptions) Order 1975.  You are therefore required to declare whether you have any criminal convictions (or cautions, reprimands or warnings) including those which are ‘spent’.  The amendments to the Exceptions Order 1975 (2013) provide that certain spent convictions and cautions are 'protected' and are not subject to disclosure to employers , and cannot be taken into account.  Guidance and criteria on the filtering of these cautions and convictions can be found on the [Disclosure and Barring Service website](https://www.gov.uk/government/collections/dbs-filtering-guidance). | |
| Do you have any convictions, cautions, reprimands or final warnings that are not ‘protected’ as defined by the Rehabilitation of Offenders Act 1974 (Exceptions) Order 1975 (as amended in 2013) or do you have any charges pending? | Yes/No |
| Have you ever been barred or restricted from working with children and/or vulnerable adults? | Yes/No |

|  |  |
| --- | --- |
| **SECTION B**  **Childcare disqualification declaration** | |
| **If the following does not apply to you, please move onto section C** | |
| [Disqualification under the Childcare Act 2006](https://www.gov.uk/government/publications/disqualification-under-the-childcare-act-2006) applies to all schools and settings who provide childcare and/or are directly concerned with the management of early years childcare or later years childcare (children above reception age but have not attained the age of 8). If you are in a role that falls within the categories below then you are required to provide information relating to your suitability:   * staff who work in early years provision (including teachers and support staff working in a school nursery and reception classes); * staff working in later years provision for children who have not attained the age of 8 including before school settings, such as breakfast clubs, and after school provision; * staff who are directly concerned in the management of such early or later years provision. | |
| Have you ever been disqualified from caring for a child, including your own child?  (which are referred to in [regulation 4](http://www.legislation.gov.uk/uksi/2009/1547/regulation/4/made) and listed at [schedule 1](http://www.legislation.gov.uk/uksi/2009/1547/schedule/1/made) of 2009 Regulations) | Yes/No |
| Have you ever had your registration refused or cancelled relating to childcare, or children’s homes, or been prohibited from private fostering?  (as specified in [Schedule 1](http://www.legislation.gov.uk/uksi/2009/1547/schedule/1/made) of the 2009 Regulations) | Yes/No |
| Have you committed an offence overseas which would constitute an offence regarding disqualification under the 2009 Regulations if it had been done in any part of the United Kingdom? | Yes/No |

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| **SECTION C**  **Further information and declaration** | | | | | | |
| If you have answered yes to any of the above questions, please provide further information below: | | | | | | |
| **Declaration:**  I confirm that the information I have declared above is correct and I accept that if any of the information I provide is found to be false or misleading I may be disqualified from appointment.  I understand that I have a duty to inform my employer should any of this information change at any time during my employment. I understand that any subsequent offer of employment will be subject to the satisfactory outcome of all required safeguarding, vetting and barring checks. | | | | | | |
| **Signature (applicant):** | |  | | **Date:** |  | |
| Print Full Name: | |  | | | | |
| 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 form. The role information supplied will say where it should be returned.

**Please make sure that you complete the application and equal opportunities monitoring forms and return the paperwork together.**

For official use: Approved/Refer to Occupational Health Medical Advisor – by Harriet Andrew (TPAT HR Manager) Truro Penwith College, Allen Building A212, College Road, Truro, TR1 3XX

Signed ................................................................................ Date Received .......................................



**Health Assessment Questionnaire (Form HAQ1)**

**SECTION 1 – To be completed by the employer:**

* Please complete the post details (below).
* Send/give this form to the successful applicant only (not to short-listed applicants). Any offer of employment should be made subject to satisfactory health assessment.
* If the applicant has ticked **‘2 - NO’** to the declaration on page 2, they are deemed to be fit for the proposed employment. This form will be retained on school employee files. TPAT HR does **not** require a copy.
* If the applicant has ticked **‘1 – YES’** to the declaration on page 2, advice from Occupational Health will be required. This can be arranged through TPAT HR (by telephoning 01872 308185 or emailing jessking@truro-penwith.ac.uk). This advice must be obtained before employment commences.

|  |  |
| --- | --- |
| Post applied for: | |
| School, Academy: |  |

**Please complete and return this form to: the School or Academy which the application of employment applies to as soon as possible**

**SECTION 2 – To be completed by the Prospective Employee:**

|  |  |
| --- | --- |
| Name: | |
| Address: | Date of Birth: |
| Home Tel No: |
| Mobile/Contact No: |
| Postcode: | Email Address: |

**Information for the Prospective Employee:**

Your appointment is subject to an assessment of your fitness for work. The purpose of this is to:

* Identify any health problems or disabilities that may make the proposed job difficult or unsafe for you or others;
* Enable the school to assess what adjustments to the job may be needed to enable you to work, if you have a health problem or a disability.

**PLEASE READ THE FOLLOWING QUESTIONS CAREFULLY, AND THEN TICK WHICHEVER OF THE TWO STATEMENTS IS APPROPRIATE FOR YOU AND SIGN THE DECLARATION**

**NOTE - To preserve medical confidentiality, please DO NOT identify any condition/illness you may or may not have, as this form is processed by the School. A further form will be**

**sent to you, if you tick the YES box overleaf, which will require you to provide more information and be assessed in confidence by the Occupational Health Adviser**

1. Do you have any condition that could affect your ability to undertake any of the activities of the proposed post, including shift patterns, without adjustments?
2. Have you ever had any illness/impairment/disability which may have been caused or made worse by your work?
3. Has your work (hours or duties) ever been modified or have you had to leave a job because of a health problem?
4. Have you ever been affected by one of the following health problems:

* Insulin dependent diabetes?
* Epilepsy?
* Musculoskeletal problems or back pain leading to more than two weeks absence or requiring treatment other than simple over-the-counter painkillers?
* Skin disorders, eg. hand eczema?
* Chest problems, eg. asthma?
* Heart, circulation or blood pressure problems?
* Impairments of vision (other than to wear glasses)?
* Impairment of hearing?
* Depression, psychiatric or nervous/stress problems; substance or alcohol misuse?
* Any other problem that you may wish to bring to the attention of Occupational Health?

**DECLARATION (please tick as appropriate)**

1. 🞏 I would answer YES to one or more of the above questions.

2. 🞏 None of the above applies to me.

NOTE: If you have ticked YES, a detailed health questionnaire will be sent to you for completion and return to the Occupational Health Adviser in accordance with medical confidentiality.

**IMPORTANT –** in signing this questionnaire you confirm that all the information provided is true to the best of your knowledge. If it is subsequently shown that medical information has not been disclosed by you, or has been misleading or false, the offer of employment may be withdrawn, or you may be subject to disciplinary proceedings, which could result in dismissal.

I certify that, to the best of my knowledge and belief, the information given here is true and correct.

I undertake to submit, if required, to a further assessment including a medical examination and/or investigation by the Occupational Health Adviser.

|  |  |
| --- | --- |
| **SIGNED:** | **DATE:** |

**PLEASE NOTE THAT ANY DELAY IN RETURNING THIS FORM MAY DELAY YOUR START DATE WITH THE ORGANISATION**

last updated: 25th May 2018

**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 challenging role we look forward to receiving your application.

**Ellen Winser MBE**

**Chair of the Board of Trustees**

**Truro and Penwith Academy Trust**



**Useful Information**

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:

Jane Culmer – by email [**secretary@st-erth.cornwall.sch.uk**](mailto:secretary@st-erth.cornwall.sch.uk%20) or tel. 01736 753153

Please note that CVs will not be accepted.

Application packs can be downloaded from[**www.tpacademytrust.org**](http://www.tpacademytrust.org)

Closing Date: 8th October 2018

Completed applications to be returned to [secretary@st-erth.cornwall.sch.uk](mailto:secretary@st-erth.cornwall.sch.uk) by 8 October 2018 at 17.00 hours

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 Monday, 15 October 2018.