

**Blackwater COmmunity Primary School**

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**CLASSROOM TEACHING ASSISTANT**

**1 POST**

**RECRUITMENT**

**PACK**

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

**Blackwater Community Primary School**



104 on roll

We are seeking to appoint a Classroom Teaching Assistant

to support a Year 1/2 class

**POST : Monday – Friday**

**13.75 hours**

12:30 – 3:15pm

12:30 – 1:00pm Lunchtime supervisor (TPAT Band 1) = 2.5 hours

1:00 – 3:15pm Teaching assistant (TPAT Band 2) = 11.25 hours

Temporary contract to start Monday 4th January 2021

For someone who is ready to buy in to our vision with drive, passion and commitment.

Applications should be returned to Evey Evison by **5pm Monday 7th December 2020**withinterviews **Friday 11th December 2020**

([head@blackwater.cornwall.sch.uk](mailto:head@blackwater.cornwall.sch.uk) )

***Blackwater Community Primary School is committed to safer recruitment and all posts are subject to excellent references and an enhanced DBS check.***

**School information for applicants**

North Hill, Blackwater, Truro, Cornwall, TR4 8ES

[secretary@blackwater.cornwall.sch.uk](mailto:secretary@blackwater.cornwall.sch.uk) Tel: 01872 560570

Headteacher: Mrs. Evey Evison











**Welcome to Blackwater 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 welcome visitors as this is the best way to see our school: experience our outdoor led curriculum and meet our motivated and engaged children. **Please ring us and have a look around.**

**Mrs. Evey Evison - Headteacher**

**General background**

Blackwater Schoolis located near Truro. The school caters for children between the ages of 3 - 11.  We currently have 104 pupils on roll and offer a rich & diverse curriculum – centred around Local, Global and Environmental issues, as well as a full programme of before & after-school activities.

 Our outside space is stunning- we have a large playground, huge field, a wild area and an outside classroom. All of our ICT equipment is wireless and mobile and we run both Apple and Windows platforms.

Our recent highly successful OFSTED report gave rise to our support for children’s mental wellbeing at Blackwater, where we try and help children move towards the attributes and qualities below in the vision statement.

We are part of Truro and Penwith Academy Trust and enjoy working collaboratively with our partner schools as well as having excellent links with Richard Lander School, our local Secondary School.

**Our School Vision**

*At Blackwater School everything is possible.*

*We are a small school with huge aspirations.*

*Our vision is to embed a strong sense of self in all children, celebrating their individuality. We expect our children to see that they have a role and a responsibility in the world; Locally, Globally and Environmentally. Together we will continually strive to remove the barriers to success and fear of failure.*

*Above all, we will endeavour to foster a love of learning and high aspirations.*

*Our children will always go above and beyond in all they do.*

*Team Blackwater believes in making every second count.*

**Class organisation**

The school currently has 104 children on roll in 4 classes.

Nursery and Reception – Wheal Friendly – Mrs. Murley

Year 1 and Year 2 – Wheal Harmony – Ms. Shuttleworth

Year 3 and Year 4 – Wheal Busy – Mrs. Burton

Year 5 and Year 6 – Wheal Luna – Mrs. Watkins

There are 12 fantastic teaching assistants and one highly dedicated school secretary, Mrs. Courts. Both our catering and cleaning contracts are provided by outside companies.

**Our curriculum**

At Blackwater School, we use the Curriculum Maestro to support our teaching and planning.

We believe that an exciting curriculum which is relevant to our children, as well as being exciting for our staff, is integral to a child’s primary school experience. WOW days at the start of the topic and SHOWCASE days at the end, bring the families in to support learning at home and at school.

We firmly belief that a high level of oracy is at the heart of language; children are encouraged to ‘say it, write it, check it’.

The School has taken on the mastery approach to mathematics, ensuring that children have a deep and broad understanding of the subject. We use concrete objects to support understanding, before they deepen their understanding with pictorial representatives and then finally the abstract approach.

**Job Description - Teaching assistant**

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| **Job Title:** | Teaching Assistant (Band 2) and Lunchtime supervisor (Band 1) |
| **Code:** | Sup37 |
| **Salary Range:** | Per annum/pro rata (Dependant on skills and experience) |
| **Hours:** | £8.66 per hour (Band 2) £\*\*\* (Band 1) |
| **Responsible to:** | Headteacher/SENCO/Teaching staff |
| **Direct Supervisory Responsibility for:** | None |
| **Important Functional Relationships: Internal/External** | Teachers, pupils, support staff, parents |

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| **Main Purpose of Job:** |
| * To take a pro-active role in the support of the educational, social and physical needs of the pupils * To support the curriculum and the school through the provision of high level assistance to the teacher in the practical organisation of class activities, undertaking group work and ensuring the welfare and development of pupils * To meet the needs of pupils with specific special education needs in a mainstream setting. |

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| **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 children to encourage acceptance, inclusion, social integration and individual development, promoting and reinforcing children’s 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 play 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/child/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 SENCO/Teacher with regard to children’s progress and the success of IEPs, including making recommendations for alterations to improve the effectiveness of IEPs. * To meet with the SENCO and/or other appropriate staff on a regular basis to discuss improvements to the teaching practices, delivery of the curriculum and progress and concerns regarding individual children. * To administer basic first aid and assist in the dispensing of medically prescribed controlled drug in line with school procedures if trained. * 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 * To carry out administrative tasks associated with all of the above duties as directed by the teacher. |

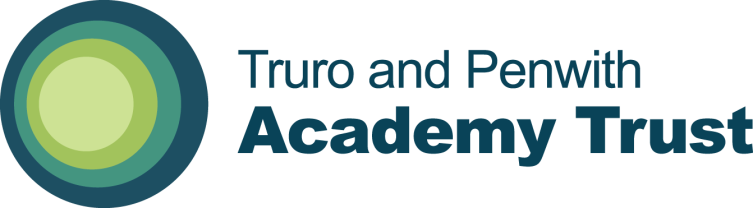
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| **General/Other:** |
| * To ensure that pupils needs are prioritised and to have a clear sight of how this role impacts on the Academy’s and the Trust’s children at all times. * New Appointments: To act as a Trust team member and provide support 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. |

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| **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  Organisational skills  Good communication skills  Able to prioritise between different demands  Able to work to deadlines  Self-motivated, and able to work in a team | Experience of working with children in a school or similar environment  Experience with working with children with an special educational need  Experience / HLTA qualification | 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  Demonstrates an awareness, understanding and commitment to equal opportunities | Knowledge of a range of issues relevant to education and child development. | Application/Interview/Assessment |
| **Behaviours and Values** |  | Integrity, sensitivity and a good sense of humour.  Flexibility | Application/Interview/Assessment |

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| ***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. |

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| **How to apply:** | To download an application pack or apply online please visit: <https://www.tpacademytrust.org/>  <http://www.blackwater.cornwall.sch.uk/website/vacancies/405651>  Please complete an application form in full and return to: [head@blackwater.cornwall.sch.uk](mailto:head@blackwater.cornwall.sch.uk)  Please note that we do not accept CVs. |
| **Contact details:** | Address: Blackwater School, North Hill, Blackwater, Truro, Cornwall, TR4 8ES  Tel: 01872 560570  E-mail: [head@blackwater.cornwall.sch.uk](mailto:head@blackwater.cornwall.sch.uk)  [secretary@blackwater.cornwall.sch.uk](mailto:secretary@blackwater.cornwall.sch.uk) |
| **Closing date:** | Please note that if you have not received a reply by 7th December 2020, you must assume that, on this occasion your application has been unsuccessful. |

To find out further information please visit Trust’s website at <https://www.tpacademytrust.org/>

**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.**

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

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| **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) | |

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| **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 |
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| **Post 16 education below degree level:** | | | |
| School/college attended (with dates) and location | Qualifications achieved with subjects | Grade awarded | Year achieved |
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| **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 |
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| **Teaching qualification (if not detailed above):** | | | |
| Name of qualification, age range, subjects qualified to teach | Name of training provider | Grade | Year achieved |
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| **Specific qualifications related to teaching and education:** | | | |
| Name of qualification (NPQH, SEN, PG Dip) | Provider | Grade | Date achieved (dd/mm/yy) |
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| **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 | | |

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

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| **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 |
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| **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. |
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| **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. |
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| **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: |
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| **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 |

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| **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:** |  | | |

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| **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: | |

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| **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 |

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| **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.

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| **CONFIDENTIAL**  **EQUAL OPPORTUNITIES MONITORING**  **This form must be completed and returned with all applications** | Tpact colour |

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.

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| 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:

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| **‘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 |  |  |  |  |

**Letter from Chair of the Board of Trustees**

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| 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 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.  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** |

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

To download an application pack please visit: Cornwall Council Website/TPAT website or Blackwater website

**Please note that we do not accept CVs or applications from Indeed**

Any questions or matters you would like to discuss informally please contact the Headteacher, Mrs. Evey Evison by email [head@blackwater.cornwall.sch.uk](mailto:head@blackwater.cornwall.sch.uk) or tel. 01872 560570

or to arrange a visit please contact:

Mrs Anne Courts [secretary@blackwater.cornwall.sch.uk](mailto:secretary@blackwater.cornwall.sch.uk) 01872 560570

**Closing Date**:

Completed applications to be returned to [**head@blackwater.cornwall.sch.uk**](mailto:head@blackwater.cornwall.sch.uk)by **5pm on Monday 7th December**

**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. If you have not been contacted by Monday 7th December you can assume that on this occasion your application has been unsuccessful.

**Interviews** will be held on **Friday 11th December 2020**

**Useful Information**