












December 2021



## RECRUITMENT APPLICATION PACK

**Tudor Court is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment in working with children**

We take the safeguarding of our children very seriously in the appointment of staff within our school. Our recruitment process includes the following process:

-  Successful completion of our Application Form
-  Two satisfactory references which are requested by us (no testimonials or open references accepted). One of these must be from your current or last Head Teacher. The school will follow up any queries by telephone communication
-  Face to face interview process
-  Thorough matching of candidates skills and experience against the Job Description and Personal Specification
-  Evidence of relevant qualifications including a Teaching/Learning Support Assistant qualification or details of the course you are undertaking which will lead to a qualification
-  Checks to ensure the right to work in the U.K.
-  Prior to appointment – clear Disclosure Barring Service (DBS) application undertaken
-  Basic English and Maths skills - assessment will be undertaken prior to being considered for short listing (role specific)
-  All staff serve a six month probationary period where performance management will be reviewed
-  The successful candidates will have a Contract of Employment issued upon commencement of employment
-  Employment will cease if pre-employment checks are returned unsatisfactory

We seek to employ staff who will offer our children the very best learning experiences.

-  Tudor Court is an Equal Opportunities School
-  We operate a Non Smoking Policy throughout the School site




### Pack Information

Enclosed in this pack is:

- Information about our School
- Sample Job Description
- Personal Specification

## TEACHING/LEARNING SUPPORT ASSISTANT VACANCIES






Thank you for requesting details on the vacancies we have to work as SEN Learning Support Assistants. We are looking to recruit into these positions in readiness for September. The contracts will vary from named, fixed term or permanent depending on the appointment.

-  The post will involve a variety of providing class support , working with small groups or individual children with specific learning and/or medical needs including children with an EHCP
-  Allocation to areas of school is determined by the needs of our children and regularly reviewed
-  All appointed person/s are subject to our performance review process

### Hours per week

Monday to Friday      8.35 a.m. to 3.05 p.m. = 28.75 hours per week  
Lunch break            45 mins in total to possibly be split across lunch playground duties

### Information

-  The initial working pattern (term time only) will be confirmed to the successful candidates upon offer of appointment.
-  Teaching/Learning Support Assistants work in areas identified by the school and may need to move to different areas to that of their initial appointment according to the needs of the school
-  At Tudor Court we currently take a two week October half term. Therefore all staff working in school at that time will owe school one week's contracted hours equivalent which is deducted from staff working on designated Non Pupil Days and/or out of hours training courses.
-  All support staff attend school on Non Pupil Days unless instructed otherwise.
-  As an Academy, staff are employed directly by Tudor Court Primary Academy Trust – not the local authority (Thurrock Council)

### Salary Range

Thurrock <b>Band A</b>	Minimum Point 1	Approximately £9.43 per hour
	Maximum Point 6	Approximately £10.41 per hour






Full time equivalent: £18,186 to £20,076 based on 52 weeks per year/37 hours per week.

**Estimated Salary Range Min Point 1 £12,174 Min Point 6 £13,440**

The salary offered will be according to a candidate's previous experience and qualifications.

### Application Information

**Please complete and return the following documentation directly to Tudor Court to support your application:**

-  A covering **letter** of application (this can be typed or written)
-  **Copies of all relevant Certificates for qualifications held application to the role**
-  Evidence of your current DBS Disclosure (if applicable)
  
-  This School takes child protection very seriously and the Trustees will take all possible steps to monitor candidates suitability to work with children
  
-  The closing date for receipt of all applications for consideration is **Friday 14<sup>th</sup> January 2022 at 12 Noon.**

*Please note applications that do not meet the above criteria will not be considered for short-listing.*

**All documents can be submitted electronically via [finance@tudorcourtprimary.com](mailto:finance@tudorcourtprimary.com)**

### Basic Skills Test

All applicants will undertake a Basic English and Maths skills assessment on **TIMES TO BE CONFIRMED**

### Interviews

Following a successful score on the Skills Test and shortlisting, you may be invited to attend an interview. **Interviews will take place times TBC.**

Short listed candidates will be notified via telephone a.s.a.p. Unfortunately this late in the term, it will not be possible to arrange interview dates.



Once an interview has been confirmed, we will also seek references from the details provided on the Application Form. At least one reference must be from your current employer or the last employment where you have worked with children.

Part of the interview process will involve you providing a book to read to a small group of children and providing a question and answer opportunity. The year group will be advised to you upon confirmation of an interview.

If you have not been contacted prior to the interview date, unfortunately you have not been selected through to the next phase of recruitment. We do however thank you the time taken to complete the application. Due to the high volumes of interest that these posts attract it is not possible to convey this information to unsuccessful candidates.

**If you have any queries or would like to arrange a tour please contact Samantha Ratcliff – Business Manager on 01375 480662 option 3.**