

TUDOR COURT PRIMARY SCHOOL

Bark Burr Road, Chafford Hundred, Grays, Essex RM16 6PL



Telephone: 01375 480662

Head Teacher: Philip Kyriacou

E-Mail: officemanager@tudorcourtprimary.com

September 2020

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 employer. 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 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 interview 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
- Application and Recruitment Monitoring Form

Learning Support Assistant Vacancies

Thank you for requesting details on the vacancy we have to work as a SEN Learning Support Assistant. We are looking to recruit into these positions as soon as possible.

- The post will involve providing support , working with small groups or individual children with specific learning and/or medical needs
- 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
- Appointments will be fixed term, permanent or named SEN child contracts

Hours per week

Monday to Friday 8.35 a.m. to 3.20 p.m. ~ Lunch break (normally 1 hour in total to possibly be split across lunchtime playground duties). These hours have been amended in light of the COVID precautions in place and differ whilst the pandemic remains a threat. Successful candidates will be informed upon confirmation of appointment regarding the temporary adjustment of hours.

Information

- The initial working pattern (term time only) will be confirmed to the successful candidates upon offer of appointment.
- 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
- For the academic year 2020/21 Tudor Court has a two week October half term. Therefore all staff employed during this time will owe school one week's contracted hour equivalent which is deducted from working on designated Non Pupil Days and/or out of hours training courses
- As an Academy, staff are employed directly by Tudor Court – not the local authority (Thurrock)

Salary Range

Thurrock Band 2	Minimum Point 6	Approximately £9.04 per hour
	Maximum Point 10	Approximately £9.53 per hour

Full time equivalent: £17,219 to £18,381 based on 52 weeks per year/37 hours per week.

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:**

- Tudor Court Application Form and Recruitment Monitoring information
- A covering **letter** of application (this can be typed or written)
- **Copies of all relevant Certificates for qualifications held**
- Evidence of your current DBS Disclosure (if applicable).
- This School takes child protection very seriously and the Governing Body 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 2nd October 2020 at 12 Noon.**

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

Basic Skills Test

All applicants will undertake a Basic English and Maths skills assessment on **Tuesday 6th October 2020 at 3.30 p.m.** When submitting an application please confirm you are able to attend this session. No alternative date is available.

Interviews

Following an acceptable score on the Skills Test you may be invited to attend an interview on **Friday 9th October 2020**. Short listed candidates will be notified via telephone or email a.s.a.p. Please ensure you are available on the interview day, as it will not be possible to arrange an alternative date.

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 reading to a small group of children and providing a question and answer opportunity.

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.

Applicants who have submitted an application within the last 12 months need not re-apply.

If you have any other queries please contact the Lorraine Ruck – Office Manager on 01375 480662.