



TERRA NOVA  
SCHOOL



Full Time HLTA or Teaching Assistant of Terra Nova School  
Information for Applicants



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Dear applicant

Thank you for your interest in joining the team at Terra Nova School. I have great pleasure in enclosing an information pack for your perusal.

In my two years as Headmaster of Terra Nova School, we have driven forward with investments in the infrastructure of the school, seen the pupil numbers grow and implemented a huge amount of work to maintain and further raise academic standards. Our pupils leave us at 11+ and 13+ and win places, awards and scholarships for both day and boarding schools.

Terra Nova requires staff who are able to fully commit to a high pressure environment with a flexible attitude to school life and a good sense of humour. In return you will be working in a stimulating environment with small classes and a supportive management team.

You will be a member of a team whose philosophy is to continually question how we can be better. If you have the skills and personality to be part of our team then we would very much like to receive your application.

Kind Regards

Mark Mitchell  
Headmaster



## *providing continuity and securing future success*

### Terra Nova School

Terra Nova School was established in 1897, and moved to its present site near Jodrell Bank in 1939. It is nestled in the Cheshire countryside on a 36 acre site with its own Forest School sports fields, tennis and netball courts, air rifle shooting range, woods, fields and outdoor play areas for pupils.

We have 285 pupils on roll, and teach children aged 3 -13. Our Pre-Prep School encompasses Nursery, Pre-School and Reception, children then move to the Junior Prep School for Years 1 to 4.

Here they are classroom-based with some specialist teaching. Once they reach Year 5 they become part of the Senior Prep School, and are taught wholly by specialist subject teachers, who continue to provide a broad and enriched curriculum, both inside and outside of the classroom.

For parents and pupils who wish to apply for local independent day schools we offer preparation for 11+ selection exams, and our Year 6 leavers gain places at local senior schools such as Manchester Grammar, Kings Macclesfield and Cheshire Hulme School .

Our oldest pupils, aged 11 - 13, benefit from our year 7&8 experience, where they continue to receive an excellent academic, creative, and physical education, alongside leadership skills and preparation for both national and local day and boarding schools entrance exams.

We believe that the option to continue in our tradition of excellence during a crucially formative period in a child's life is a means of providing continuity and securing future success.





## *the children achieve wonderful results*

### Our school

#### High standards

Inspirational teachers deliver a broad and varied curriculum. We strive to continuously challenge our pupils and are incredibly proud of the way in which they rise to the high standards we set for them. The children achieve wonderful results.

#### Learning

Rigorous assessment processes are used to make informed decisions about every child's education, and good communication with parents is a priority. We hold formal parents' evenings throughout the year, provide regular reports and staff are always available to discuss a child's progress. Parents play a key part in their child's learning.

#### Broad curriculum

Literacy and numeracy are the focus for the early years but science, art, humanities, languages, design & technology, music and drama all form important parts of our children's education as they progress through the school.

#### Specialist subject delivery

In the Junior School pupils in Years 1 to 4 are taught by their class teacher, with subject specialists delivering the subjects of French, physical education, music, art and design technology and information communications technology. In the Senior School, Years 5 to 8, all pupils are taught in sets by individual subject specialists.



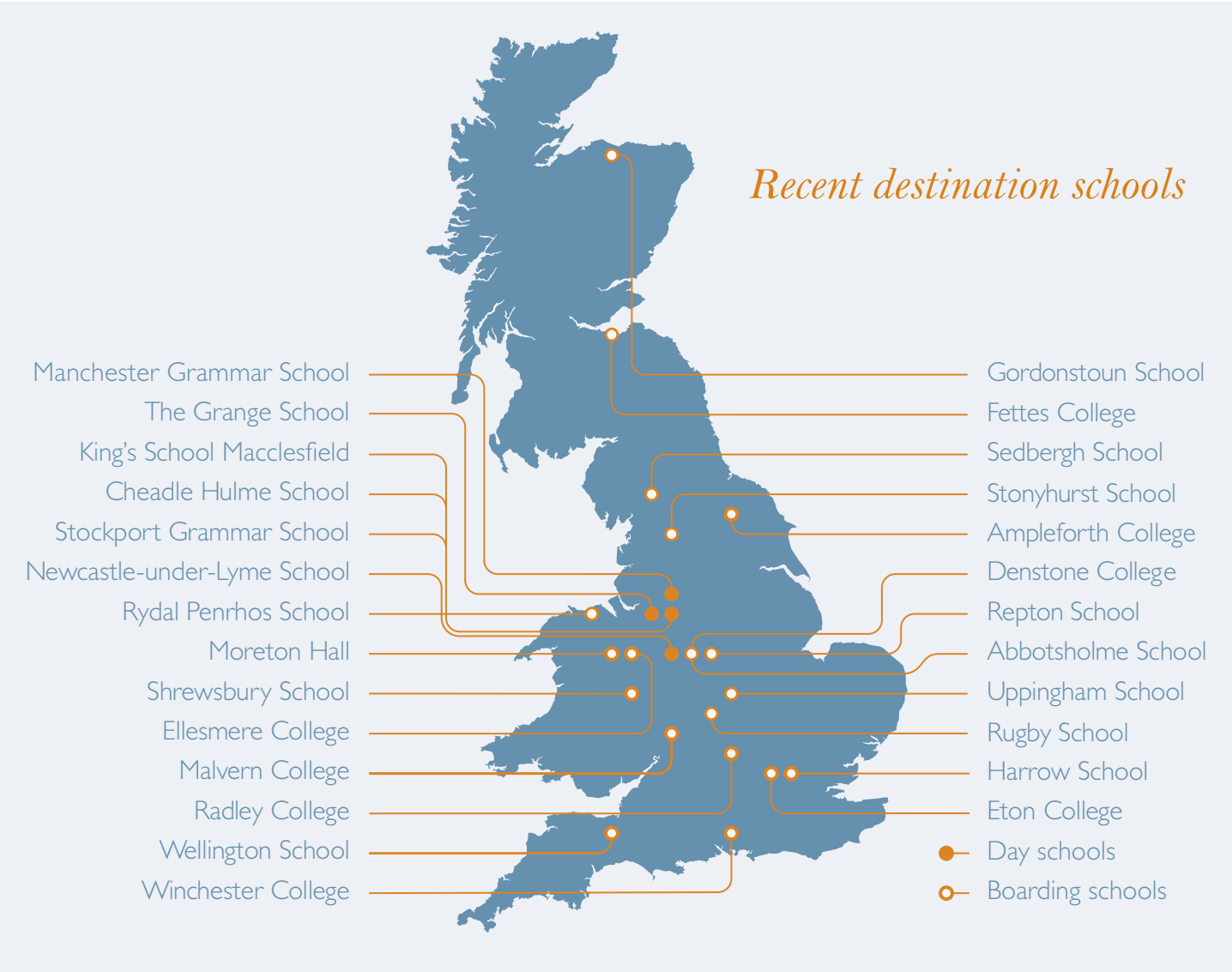
*a broad educational grounding*

Outstanding teaching facilities

These include a state-of-the-art languages centre, two information communications technology suites, fully equipped science laboratories, a learning resource centre, dedicated art and design technology rooms, a music school and a 250-seat performing arts centre.

Senior schools

Our broad educational grounding prepares pupils successfully for some of the UK's top independent schools - both day and boarding. Individually tailored preparation for entrance examinations at 11+ and 13+ is an integral part of the curriculum. We have strong relationships with senior schools and guide parents on the next steps of their child's educational journey.







## *Job Description*

### Full Time HLTA or Teaching Assistant

37.5 hours a week (Mon-Fri 8:30 - 4:30).

Terra Nova School are seeking to employ an enthusiastic and experienced Teaching Assistant or HLTA to join our dedicated team (salary will be dependent on qualifications and experience). The post will commence as soon as possible.

The position is classroom based and will involve working with teaching staff across Year 1 and Year 2.

The successful candidate will: support pupils in class; prepare materials for lessons; display work; potentially withdraw pupils for 1:1 intervention work; do some lunch and break duties and carry out some class cover to relieve a member of the management team for other responsibilities.

Knowledge and/or experience of Read Write Inc would be an advantage.

The successful candidate will join a supportive and friendly team and work with enthusiastic children who are keen to learn.

The interview will include working with a group of children on a directed task.

Details of the Post and a Standard Application Form can be obtained from

Mrs Melanie Machin, Headmaster's PA,  
Terra Nova School,  
Jodrell Bank,  
Holmes Chapel,  
Cheshire  
CW4 8BT

(Tel 01477 571251; Fax 01477 571646; email: [melanie.machin@tnschool.co.uk](mailto:melanie.machin@tnschool.co.uk))

Closing date for applications; Friday 28th October

Interviews will take place; week beginning Monday 7th November

Start date; As soon as possible

Terra Nova School is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment.

All successful candidates will be required to undergo an enhanced DBS Check.

## *Personal Specification*

	Essential	Desirable
Qualifications and experience	<p>A qualification in childcare or educational support work eg NVQ 3, NNEB, BTEC.</p> <p>Experience of working closely with class teachers</p> <p>Willingness to cover a class with work set by a teacher.</p>	<p>First Aid qualification</p> <p>Food handling certificate</p> <p>Experience of a variety of SEN eg ASD</p>
Knowledge and Skills	<p>Respect for confidentiality</p> <p>Ability to work in a team</p> <p>Ability to work on own initiative</p>	<p>Read Write Inc training/knowledge</p> <p>Good organisational skills</p> <p>Ability to show impact on children's learning</p> <p>Knowledge/experience of interventions eg FFT</p>
Personal Qualities	<p>Ability to communicate effectively with staff, parents and children</p> <p>Hard working</p> <p>Flexible approach to work</p> <p>Trustworthy</p> <p>Reliable</p>	<p>Computer literate</p> <p>Sense of humour</p> <p>imaginative and creative approach to working with children.</p>



## *Application process*

The application process will consist of:

- Panel interview
- Teaching a lesson
- School tour

An application form is available to download from our website at **[www.tnschool.co.uk](http://www.tnschool.co.uk)**.

Once you have completed your application form, please email it, along with a short covering letter of no more than two sides of A4, to:

**[melanie.machin@tnschool.co.uk](mailto:melanie.machin@tnschool.co.uk)**

**Deadline for applications:**  
**Friday 28th October 2016**

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**Monday 7th November 2016**

