



THE DIOCESE
OF GLOUCESTER
ACADEMIES TRUST
unlocking potential



Recruitment Pack

Teaching Partner (EHCP)

Christ Church C of E Primary School





Dear Applicant,

Thank you for your interest in the Teaching Partner (EHCP) post.

Christ Church Primary School is part of a wider family of schools. Originally established in 2012 as one of the first Diocesan Multi-Academy Trusts, The Diocese of Gloucester Academies Trust is now recognised as a successful and growing Trust. There are currently 24 primary schools within the Trust family, including 22 church schools and two community schools.

I hope the information enclosed in this pack, along with the job description and person specification will provide you with a helpful context for this role. You may also find our school website <https://www.christchurchschool-chelt.co.uk/> and the Trust website - www.dgat.org.uk - useful sources of information.

If you would like an informal chat to inform your decision about applying for the role I would be pleased to hear from you. I'm sure you will find that we have much to offer. Details of how to contact me can be found on page three of this pack.

The closing date for completed applications is midday 16th May 2025. Interviews are scheduled to take place week commencing 2nd June 2025.

To submit your application please email the completed form to admin@christchurch.dgat.org.uk before the closing date.

Yours faithfully

Mrs K. Pope
Head Teacher



Christ Church C of E Primary School (Academy Status) is a happy and caring one-form entry Church School in the heart of Cheltenham (210 children). It also has an attached Communication and Interaction Centre (10 children), which is managed on a day to day basis by a Teacher in Charge.

We are seeking to appoint a SEND EHCP Teaching Partner (currently Year 4) to be a part of our dedicated and caring team. We are looking for someone with SEND experience, to support a pupil with EHCP provision within the classroom setting. The applicant should have some experience of supporting a pupil with SEMH and ADHD. The applicant should be able to adapt the learning and provide sufficient SEMH support as outlined in the EHCP, under the direction of the Class Teacher and SENDCO. The applicant will need to monitor and evidence progress towards the EHCP outcomes, and will be an active participant in the EHCP process. The ideal candidate will have a positive and professional outlook, to support the pupils' wellbeing. The Teaching Partner will be part of the year group team.

If you are a caring and enthusiastic team player with a passion for learning and helping children to be the best they can be then we would welcome the opportunity to hear from you

We are looking for someone who:

- Has the ability to motivate and inspire children.
- Is passionate about making a difference to children's lives.
- Is a committed team member.
- Is able to quickly develop and establish excellent relationships with children, parents, governors and all members of our school family.
- Will support the Christian ethos and values of the school.
- Maintains a clear, calm and consistent approach to working with children, parents, other staff and lead professionals.

The post is offered as a salary of Grade 5.

This is a part-time, fixed-term post for 16 hrs a week until July 2027 or whilst the child is at Christ Church. The post is term time only and may involve lunchtime supervision.

Further details and an application form can be downloaded from the vacancy area of our website.

If you would like an informal conversation about the role, please contact our Administration Assistant on 01242 523392 or admin@christchurch.dgat.org.uk

Start date is as soon as possible. We are prepared to wait until a September start for the right candidate.



Safeguarding

The Diocese of Gloucester Academies Trust is committed to safeguarding and promoting the welfare of children and young people and expects all staff to share this commitment. An enhanced DBS check is required for the successful candidate and any offer is subject to further safeguarding checks having been completed, including an online search.

A copy of the school's Safeguarding and Child Protection Policy can be found here:

<https://www.christchurchschool-chelt.co.uk/policies/>

Ex-offenders

Information on the recruitment of ex-offenders can be found in our Safer Recruitment policy, a copy of which is available on request.

Online searches

It is a requirement of the recruitment process that online searches are undertaken for potential candidates. By applying for the post you consent to the school carrying out online searches of publically available information, including social media, prior to interview



Job Description

Job Title:	Teaching Partner (EHCP)
Responsible to:	Class Teacher
Line Management:	SENDCO
Contract Type:	Fixed term

Overall Purpose of this post

Under the direction of the Class teacher and SENDCo, and within an Education, Health and Care Plan (EHCP), to plan for, assist and support pupils, paying particular attention to the objectives laid out in the EHCP. Work may be carried out in the classroom or outside the main teaching area. The job may also will some lunchtime supervision cover.

Main Duties and Responsibilities (EHCP Teaching Partner):

- To provide care and encouragement to a child with an EHCP, helping to build independence, confidence and self-esteem and enable pupils to manage social situations successfully.
- To work with the Class Teacher and SENDCo to support and adapt the delivery of planned learning activities and provide interventions to meet need. Be able to give feedback on engagement and achievement.
- To assist with the planning of work as necessary.
- To proactively engage the pupil in work related to the objectives identified in the EHCP.
- To actively monitor the pupil's progress in relation to the objectives set out in the EHCP. To build evidence to show progress against the outcomes.
- To actively promote good pupil behaviour, in line with school's policy.
- To record on CPOMS.
- To work with other professionals such as a family support worker, early help, speech therapist, advisory teacher, educational psychologist as necessary.
- To attend the My Plan and EHCP annual review meetings with the SENDCO.
- To attend relevant and appropriate training courses as necessary.
- To provide regular break and lunchtime supervision as required.
- To perform any other duties which the Head Teacher, Senior Leadership team and Class Teacher may reasonably require.



Standards and Quality Assurance:

- To support the ethos, aims and values of the school.
- To follow and implement school policies and procedures.
- To set a good example in terms of dress, punctuality and attendance.
- To undertake professional duties that may be reasonably assigned by the Head Teacher, Senior Leadership Team and Class Teacher.
- To be proactive in matters relating to health and safety and be committed to safeguarding pupils.

Other

The current main duties and responsibilities of this post are outlined in this job description. The list is not intended to be exhaustive. The need for flexibility, shared accountability and team working is required. The post-holder is expected to carry out any other related duties that are within their skills and abilities, commensurate with the post's banding and whenever reasonably instructed.

Diversity, equity, and inclusion are at the core of who we are. Our commitment to these values is central to our vision and to our impact. We know that having varied perspectives that are representative of the communities we serve helps generate better ideas to solve the complex problems of a changing and increasingly diverse world.

It is the practice of the Diocese of Gloucester Academies Trust to review job descriptions annually to ensure that they relate to the role as then being performed or to incorporate whatever reasonable changes that have occurred over time or are being proposed. This review will be carried out by the Trust in consultation with the post-holder before any changes are implemented. The post-holder is expected to participate fully in such discussions and implementation.



Person Specification

	Essential	Desirable
Personal Values		
Committed to actively promoting the Christian ethos and values of the academy	X	
Committed to the Academy vision	X	
Qualifications		
Basic skills in English and Maths, GCSE or equivalent	X	
NVQ or equivalent childcare qualification, ICT skills		X
Experience		
Knowledge of primary aged children	X	
Knowledge of the primary curriculum		X
Experience of KS1 and KS2		X
Previous SEND experience		X
Personal Qualities		
Friendly and approachable with strong written and oral communication skills	X	
Well-motivated with the ability to use his/her own initiative	X	
Excellent organisational skills and attention to detail	X	
Flexible and co-operative team worker	X	
Reliable and punctual	X	
Able to work efficiently and accurately under pressure and to prioritise tasks	X	
Confident in dealing with a variety of stakeholders	X	
Professional and honest	X	
Additional Requirements		
A DBS will be required prior to appointment	X	
Good health and attendance record	X	
Excellent and unequivocal references	X	
Current driving licence / personal transport		X



Background Information

The Diocese of Gloucester Academies Trust (DGAT) is a Multi-Academy Trust established by the Diocesan Board of Education (DBE) in 2012 to serve schools from across the County. There are currently twenty-one primary, one junior and two infant schools within the Trust. Twenty-two of the schools have Church of England designation.

The Trust is happy to work with schools that are exploring academy conversion and intends to continue to welcome more schools to our family.

Our vision is to enable all to flourish.

Our vision is rooted in our Christian foundation and our belief that all within our family should experience life in all its fullness.

Our aims are to be:

- Authentically Christian
- Boldly passionate about excellence in learning
- Relentlessly driven in our aspiration for everyone

Our core principles:

- We aspire to be the best we can be in an ever-changing environment - providing opportunities for all to flourish
- Within our DGAT family we cherish everyone as individuals; appreciating and celebrating diversity
- We act with integrity; we are open to challenge and we are reflective about our practice
- We treat everyone with dignity and respect
- Through collaboration, in a nurturing community, we grow, learn and achieve

School is Trust and Trust is School

In order to support our family of schools, DGAT provides the following support:

- School Improvement
- Christian Character
- HR and Legal
- Finance and Business
- Premises and Insurance
- Compliance and GDPR
- Governance