



THE DIOCESE
OF GLOUCESTER
ACADEMIES TRUST
unlocking potential



Recruitment Pack

C&I Teaching Partner

Christ Church C of E Primary School





Dear Applicant,

The closing date for completed applications is 12pm on 17th March. Interviews are scheduled to take place week commencing 24th March.

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

Yours faithfully.

Mrs Pope
Headteacher



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 (C&I) Centre (up to 10 children), which is managed on a day to day basis by a Teacher in Charge.

The Diocese of Gloucester Academies Trust is seeking to appoint a Teaching Partner to work in our C&I Centre and be a part of our dedicated and caring team. Under the direction of the Lead Teacher and within Education, Health and Care Plans (EHCPs), to plan for, assist and support children who have Autistic Spectrum Disorders and associated language, interaction, learning and communication difficulties. The aim of the Communication and Interaction Centre (C&I Centre) is to enable full and independent access to the curriculum and facilitate full inclusion into school life. This will include providing specialist support to children within the mainstream setting at Christ Church

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 15 hours a week (5 afternoons 12pm-3pm).

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 email admin@christchurch.dgat.org.uk

Closing date for applications is 17th March at 12pm.



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 (C&I Centre)
Responsible to:	Teacher in Charge
Line Management:	Teacher in Charge
Contract Type:	Fixed term

Overall Purpose of this post

Under the direction and guidance of the teacher in charge and the Senior Leadership Team, support all teaching and learning activities and provide general support and care to all of the children in the classroom or to groups and individual children as necessary. Work may be carried out in the classroom or outside the main teaching area.

Main Duties and Responsibilities:

- 1) The primary role is to support the Lead Teacher in all aspects of work in the C&I Centre. This will include:
 - a. To help develop children's skills and behaviours either 1:1 or in small groups, in line with agreed individual educational plans and behaviour management plans.
 - b. To provide individual specialist support to children attending lessons within the mainstream setting. This may require some planning in conjunction with the C&I Lead Teacher to ensure that the child is accessing the teaching and learning within this setting positively and as independently as possible.
 - c. To apply agreed strategies for supporting children with individual class teachers should behaviour management issues arise in a lesson. To assist and support all staff within the classroom where required.
 - d. To represent the Lead Teacher while off the school premises e.g. on educational visits.
 - e. Subject to agreement, there may also be a need to escort / transport children to and from activities.

- 2) Part of the Teaching Partner's responsibility is to participate in areas of organisation necessary to the running of the C&I Centre. This may include:
 - a. Working with children individually or in a group within the Centre, or within the mainstream classes.
 - b. Helping and supporting the smooth running of the C&I Centre.
 - c. Welcoming visitors and providing information, where appropriate.
 - d. Caring for all equipment used within the C&I Centre.
 - e. Supervision and support of children during break and lunch time periods
 - f. Supervision and assistance in relation to agreed care programmes, including toileting where required.

3) To support the effective and efficient functioning of the C&I Centre, Teaching Partners may be required to attend the following staff meetings:

- a. General C&I Centre staff meetings.
- b. Extra curricula meetings arising from special occasions or activities.

4) Teaching Partners will be encouraged and supported to develop their knowledge, skills, understanding, techniques, administration and child management via agreed performance management and appraisal schemes. This may include:

- a. Contributing to children's annual reviews and My Plan meetings.
- b. Maintaining appropriate and positive links/communication with families.
- c. Maintaining links with other supporting professionals under the guidance of the Lead Teacher.
- d. Working flexibly and responsively to support the children and staff team as needed, for example in times of need or crisis.
- e. Taking advantage of agreed mentoring and performance management systems.

5) Teaching Partners may also be asked to consider helping with the following:

- a. Residential visits
- b. Out of school educational visits
- c. Activity week activities
- d. School functions
- e. Resource base functions

Standards and Quality Assurance:

- To support the aims and ethos of the school and the C&I Centre.
- 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, Deputy Head Teacher and Lead Teacher of the C&I Centre.
- To be proactive in matters relating to health and safety and be committed to safeguarding pupils.

Special Conditions:

Christ Church C of E Primary School is committed to safeguarding and promoting the welfare of children and young people and expects all staff to share this commitment. This post is subject to a Disclosure and Barring Service (DBS) check.

This post is term time only, excluding In Service Training Days.

The post holder will normally be expected to take leave entitlement when the school is not in session.

Person Specification - Qualified Teaching Partner supporting children with Education, Health and Care Plans for Speech and Language difficulties and Autism Spectrum Disorder within our Communication and Interaction Centre.

Essential	Desirable
Suitability to work with children. The post holder must have Enhanced DBS Clearance and be responsible for promoting and safeguarding the welfare of children.	Previous experience of working with children with SEND (in particular communication and interaction and autism)
Knowledge of working with primary aged pupils	Experience of supporting teaching and learning in a primary school setting.
Experience of working with children with Speech and Language difficulties and Autism Spectrum Disorder.	Good subject knowledge.
GCSE grades A to C in English and Maths or equivalent.	Good ICT skills.
The ability to show motivation, initiative and flexibility when supporting children.	Willingness to participate in the wider life of the school, including school trips and residential visits.
The ability to create and prepare resources as needed.	NVQ level 2/3 or equivalent childcare qualification
The ability to work as part of a team and demonstrate a willingness to work in close partnership with Centre and mainstream staff.	
A calm and friendly manner.	
A commitment to the importance of high quality education for all children.	
A commitment to continuous professional development.	
A good level of personal presentation, time management and attendance.	
Supportive of the school's Christian ethos.	



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 and one infant school within the Trust. Twenty-one of the schools have Church of England schools 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 the Trust's academies, DGAT provides the following support:

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