



Teaching Partners
Recruitment Pack
Hardwicke Parochial Primary Academy





Dear Applicant,

Thank you for your interest in the post of Teaching Partner.

Hardwicke Parochial Primary Academy 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 <http://www.hardwicke.gloucs.sch.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 12th February. Interviews are scheduled to take place on w/c 23rd February to start working with the school as soon as possible.

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

Yours faithfully

Sharon Cale
Headteacher



The Diocese of Gloucester Academies Trust seek to appoint

Teaching Partners

The Diocese of Gloucester Academies Trust seek to appoint Teaching Partners to work at Hardwicke Parochial Primary Academy.

We are seeking both full-time (27.5 hours) and part-time (17.5 hours) positions. These are fixed-term contracts until 31st August 2026 with the possibility of extension.

The posts are offered at grades 3 – 5 depending experience.

We are looking for an enthusiastic teaching partner to join our hardworking team. We have a range of roles available, both full-time and part-time. We would like to work with the successful candidates to adapt the post to suit their needs and the school. We have high expectations of our staff and children and need an ambitious teaching partner who will live out our vision and values.

The role requires

- The ability to cooperate with others and strong teamwork
- High expectations from the pupils and yourself
- Ability to communicate clearly both orally and in writing
- Enthusiastic and promotes enjoyment in learning
- Assist children on an individual basis, in small groups and whole-class work
- Explain tasks simply and clearly and foster independence
- Ability to deliver personalised and engaging curriculum, under the guidance of the class teacher and SENDCo

We can offer

- Support for all staff alongside excellent professional development
- A dedicated team
- Enthusiastic, motivated, and happy children
- A supportive and inclusive working environment
- A family community



An application form can be downloaded from the vacancy area of our website <http://www.hardwicke.gloucs.sch.uk> or via www.dgat.org.uk/vacancies

If you would like an informal conversation about the role, please contact Mrs Jen Panton, Assistant Head and SENDCo, on 01452720538 or email sendco@hardwicke.dgat.org.uk

Closing date for applications is **12th February 2026**.

Other information that might help you decide if this is the role for you

Usual working days and times:	17.5 hours post is Monday to Friday mornings but can be a little flexible 27.5 hours post is full Time
Work environment	classroom, shared spaces.
Dress code:	Smart/Casual
Employee benefits:	<p>Free and confidential employee assistance programme available 24/7</p> <p>High quality professional development – please see the DGAT Continuous Professional Development and Learning Brochure for more information here: https://www.dgat.org.uk/cpdl-and-events</p> <p>A range of clear and supportive policies.</p>

Please note:

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. The Trust also requires consent from applicants to carry out online searches of publicly available information, including social media, prior to interview.

All posts are subject to satisfactory references.



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



Job Description

Job Title:	Teaching Partner
Responsible to:	SENDCo/SLT
Line Management:	Headteacher, Assistant Headteacher/SENDCo, Class teacher.
Contract Type:	Fixed term

Overall purpose of this post

- To work in partnership with teachers across the whole school, as deployed by the Headteacher, Deputy Head, Assistant Head, or SENDCo, to raise the learning and attainment of all pupils.
- To promote and safeguard the welfare of children.
- To be flexible and responsive to the changing needs of the school, including redeployment across year groups or key stages as required.

Main Responsibilities and Duties

Teaching and Learning

- Demonstrate an informed and efficient approach to teaching and learning by adopting relevant strategies to support the work of the teacher in and out of the class and increase the achievements of all pupils, including those with SEND.
- Provide lesson support as required, following the teacher's pre-determined lesson plans or delivering targeted intervention and booster sessions (e.g. handwriting, spelling, phonics, numeracy, and literacy).
- Promote, support, and facilitate inclusion by encouraging the participation of all pupils in their learning, including those with SEND and EHCP plans.
- Use effective behaviour management strategies consistently in line with the school's policy and procedures, including the implementation of Individual Behaviour Plans, and use of rewards and sanctions where appropriate.
- Contribute to effective assessment and planning by supporting the monitoring, recording, and reporting of pupil performance and progress, including involvement in the development and implementation of My Plan(+)s.

• Communicate effectively and sensitively with pupils, adapting communication and support to meet individual needs and promote engagement.



- Maintain a stimulating and safe learning environment by organising and managing physical teaching spaces and resources.
- Provide timely and relevant feedback to the class teacher—both written and verbal—regarding pupil progress and any significant observations made during the school day.
- Support learning in the classroom in group settings or through one-to-one provision, based on the specific needs of the school.
- Support the use of ICT in learning activities and help pupils develop competence and independence in using technology.
- Provide pastoral support to pupils, recognising and responding appropriately to signs of distress or social/emotional difficulties, and promoting their well-being.
- Encourage and support pupil voice by actively listening to their views and incorporating their ideas into classroom practice where appropriate.

Knowledge and Understanding

- Share responsibility for ensuring that your own knowledge and understanding—particularly regarding SEND and disadvantaged pupils—is relevant and up to date by reflecting regularly, liaising with school leaders, and identifying professional development opportunities.
- Take advantage of opportunities to acquire the necessary skills, qualifications, and experience required for the role, with support from the school.
- Demonstrate expertise and skills in understanding the needs of pupils with high-prevalence SEND.
- Demonstrate an appropriate level of subject and curriculum knowledge relevant to the role and apply it effectively when supporting teaching and learning.
- Understand your role and responsibilities within both the classroom and the wider school context, recognising that these may include tasks beyond direct pupil support—such as leading interventions or providing feedback for planning.
- Support teachers with administrative tasks as required, such as preparing resources, photocopying, and maintaining records.

Working with Others

- Recognise and respect the roles and contributions of other professionals, parents, and carers by liaising effectively and working in partnership with them.



- Collaborate with the teacher to keep professionals informed of pupils' performance, progress, or concerns.
- Share knowledge and observations to contribute to effective planning and informed decision-making.
- Work collaboratively with classroom teachers and colleagues to support a cohesive and inclusive learning environment.

General Duties

- Assist with the supervision of pupils outside of lesson times, including before school, at break, lunchtimes, and during after-school clubs or events.
- Attend training, staff meetings, and professional development opportunities (inset days, twilights, online learning, etc.).
- Accompany teaching staff and pupils on visits, trips, and out-of-school activities, taking responsibility for a group under the direction of a teacher.
- Develop, adapt, and create resources to support the curriculum, including displays, topic books, and other materials that enhance the learning environment.
- In the event of a medical emergency, accompany a child or children to hospital or the designated surgery when requested by the Headteacher or their representative.
- Undertake any other reasonable duties assigned by the Line Manager or Headteacher.

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 school	x	
Committed to the school's vision	x	
Qualifications		
Basic skills in English and Maths, GCSE or equivalent	x	
NVQ or equivalent childcare qualification, ICT skills		x
Commitment to continuing own professional development.	x	
Experience		
Knowledge of primary aged children		x
Knowledge of the primary curriculum		x
Experience of KS1 and KS2		x
Previous SEND experience		x
Good experience of inclusion and supporting the learning of children with a variety of needs.		x
Personal qualities		
Good written and oral skills	x	
Well-motivated with the ability to use own initiative	x	
Excellent organisational skills and attention to detail	x	



Able to work within a team	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	
Ability to inspire and nurture children.	X	
Ability to work flexibly and collaboratively within a team and know when to seek the advice and support of colleagues.	X	
Safeguarding (Training will be given)		
Secure awareness of child protection procedures.		X
Commitment to promoting the welfare of all children.	X	