



**GREENSHAW**  
LEARNING TRUST



**Waterwells**  
Primary Academy & Pre-School

**Teaching Partner – Part time**

**ALWAYS  
LEARNING**

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**Dear Candidate**

Thank you for your interest in the role of **Teaching Partner** at Waterwells Primary Academy. This post is part time, 13 hours / 2 days per week, working Thursdays and Fridays (initially within Key stage 1/ the infants).

Waterwells Primary is a two form entry Primary school with its own Pre-school, catering for children aged 3-11. At Waterwells Primary, we have high expectations, and the needs of our pupils are at the heart of all we do. Our aim is to provide a caring and safe environment for our children to become confident, caring, resilient and curious; we encourage them to achieve the very best that they can across every area of the curriculum.

Our Teaching Partners work alongside our Class Teachers, supporting teaching and learning across all areas of the curriculum as well as supporting the children's social and emotional development and needs. The role requires teaching of small groups and leading interventions.

We are proud members of the Greenshaw Learning Trust, a 'family' of like-minded schools, that collaborate to provide mutual support, share their good practice and learn from each other, whilst retaining and developing our own distinctive character.

The Trust is a vibrant and forward-thinking community of teachers, support staff and learners committed to educating the 'whole child' to improve life chances, whilst securing the best possible outcomes for students. We encourage all young people to work hard and make the most of the opportunities they are given. Our amazing team of teachers and support staff themselves demonstrate and encourage a lifelong love of learning, both within and beyond our curriculum.

As one of the highest performing multi-academy trusts in the country, we currently comprise of thirty schools: seven in South London, five in Berkshire, one in Surrey, fourteen in Gloucestershire and South Gloucestershire, and three in Plymouth. We are continuing to grow and have further schools joining us on a regular basis.

We are ambitious about diversity and inclusion and very much look forward to receiving applications from candidates whose personal qualities and values reflect those in the person specification and whose experiences also place them in a strong position to deliver the challenges set out in the job description. We encourage applications from candidates regardless of age, disability, gender identity, sexual orientation, pregnancy, marital status, religion, belief, or race.

Waterwells Primary is committed to safeguarding and promoting the welfare of children and young people therefore this appointment will be subject to vetting, including an enhanced DBS disclosure.

The school websites provide a clear picture of our aspirations and our vision; however, please do not hesitate to contact us to seek further information via email: [admin@waterwellsprimary.co.uk](mailto:admin@waterwellsprimary.co.uk). We very much look forward to receiving applications from candidates whose personal qualities, values and experiences support and reflect ours.

Yours sincerely



Claire Rawlings  
Headteacher

## **Greenshaw Learning Trust – ‘Always Learning’**

GLT is one of the highest performing multi academy trusts in the country that provides high quality comprehensive, non-selective and inclusive education. The Trust is committed to meeting the needs of every student and our schools offer a broad curriculum and wide range of special needs provision in a welcoming and challenging environment.

We are extremely proud of our success, but we are not complacent. We believe that we can – as an academy trust, as schools and as individuals – always improve. We are all ‘Always Learning’.

Each school in GLT is led by its own leadership team and a governing body, which have the support of the wider Trust to help them achieve their objectives for their school. Being part of the Trust provides our schools with an effective structure, collaboration, and support. Our culture of trust and openness fosters mutual support and continual improvement.

At GLT it is really important to us that our classrooms are disruption free and the schools are calm and orderly. Our shared behaviour policy assists to make this happen and enables our teachers to have the greatest impact on the educational outcomes of the children in their classes.

School-to-school collaboration is enabled by regular contact between school leaders. Our shared services professionals provide a wide range of effective, rapid and flexible support, advice and guidance to our schools, including curriculum support, school improvement, staff training and development, admissions, attendance, behaviour, safeguarding and SEND, pupil services, estates, finance, HR, IT, catering, clerking, procurement and governance.

From its establishment as a multi academy trust in 2014, the Trust has grown significantly and currently employs around 3,000 people and educates nearly 19,000 students. Further information about our schools can be found [here](#).

## **The Greenshaw Learning Trust Mission Statement**

*We are ambitious for our schools and their students. We believe that there is no ceiling on what can be achieved by anyone, regardless of their circumstances or background.*

*We are committed to providing a supportive and inclusive learning environment, giving every young person the opportunity to fulfil their potential now, and in the future.*

*We seek to realise the power of individuals and organisations working together in collaboration whilst retaining their individuality, and we recognise that we can always improve.*

## **Greenshaw Learning Trust Employee Benefits**

The GLT recognises that our employees are our most important asset, and we are aware that the quality and commitment of our employees is critical to our success. We offer all our employees the following staff benefits:

- A supportive ethos and concern for the well-being of all colleagues
- Excellent CPD opportunities and career progression
- Employer contributions to Local Government (LGPS) or Teachers Pension Scheme
- Cycle to Work scheme
- Gym membership scheme
- Employee Assistance Programme
- Free eye tests
- Childcare Voucher scheme
- Car benefit scheme
- My Health discounts

## Terms and Conditions

|  |   |
|--|---|
| <b>Line Managed by:</b>                        | Senior Leadership Team/ Teachers  |
| <b>Contract:</b>                               | Permanent   |
| <b>Salary:</b>                                 | <p>Salary calculated in line with NJC Grade 5 pay scale, points 11-14</p> <p>FTE Salary £25,979 - £27,334</p> <p>Actual Salary £7,871 - £8,282</p> <p>(Starting point and salary will be determined on appointment, subject to experience)</p>  |
| <b>Hours of Work:</b>                          | <p>13 hours per week, over 39 weeks per year (term time only plus inset days)</p> <p>Thursday and Fridays, 8:30am – 3:30pm.</p>   |
| <b>Place of Work:</b>                          | Waterwells Primary Academy, Boulmer Avenue, Kingsway, Gloucester, GL2 2FX   |
| <b>Medical Examination:</b>                    | The appointment is subject to a satisfactory medical report   |
| <b>Superannuation:</b>                         | Under the Social Security Act 1986 the post holder has the right to make their own pension arrangements. They may choose to contribute to the Local Government Pension Scheme (LGPS) or a Personal Pension Scheme. Details of the Local Government Pension Scheme are available at: <a href="https://www.lgpsmember.org">https://www.lgpsmember.org</a> |
| <b>Holiday Entitlement:</b>                    | The annual holiday entitlement is 23 days plus 2 extra-statutory days (pro rata). As this is a term time role the postholder will be paid an enhancement for holiday pay, which is included in the salary details above.  |
| <b>Probation Period:</b>                       | New employees are required to complete a six-month probationary period.   |
| <b>Disclosure &amp; Barring Service Check:</b> | This appointment is subject to the receipt of a satisfactory enhanced Disclosure and Barring Service check  |
| <b>Right to Work Check:</b>                    | This appointment is subject to verification of the right to work in the UK. Where the successful candidate has worked or been resident overseas in the last five years, such checks and confirmations may be required in accordance with the statutory guidance.  |



## **Job Description – Teaching Partner**

The duties and responsibilities in this job description are not restrictive and the post holder may be required to undertake any other duties that may be required from time to time. Any such duties should not however substantially change the general character of the post

### **Key Duties**

- To provide general support to the class teacher(s) in the management and organisation of the pupils and the classroom
- To assist the teacher in creating and maintaining a purposeful, orderly and supportive learning environment
- To promote the inclusion of all pupils, ensuring they have equal opportunities to learn and develop
- To be responsible for promoting and safeguarding the welfare of children and young people within the school

### **Support for Pupils**

- To support working relationship with the pupils, acting as role model and setting high expectations
- To support pupils learning in the most effective way
- To meet the personal needs of pupils whilst encouraging their independence
- To support pupils with special educational needs through the delivery of specific learning programmes and to contribute to setting individual education plans (MyPlan, MyPlan+) targets and to SEND reviews
- To encourage pupils to interact and work cooperatively, ensuring all pupils are engaged in activities
- To provide support in the delivery of the core subject progress of all pupils in particular within the classroom and through targeted interventions as appropriate

### **Support for the Teacher**

- To work closely with the teacher to assist in the planning, development and delivery of all areas of the curriculum. In the short term unplanned absence of the teacher, to cover all pre prepared activities to provide continuity for the pupils
- As required, to prepare the classroom/outside areas for lessons, ensuring that resources and equipment are available and cleared away at the end of the lessons as appropriate
- To work on classroom displays following consultation with the teacher
- To observe, monitor and evaluate pupil responses to learning activities through a range of assessment and monitoring strategies determined by the teacher
- To administer and mark routine tests under the guidance of the class teacher and in line with the school's marking policy

### **Support for the School**

- To comply with and assist with the development of policies and procedures relating to child protection, health, safety and security, SEN/Inclusion and data protection, reporting all concerns to the appropriate named person
- To attend relevant meetings and participate in training opportunities and professional development as required

- To ensure your suitability to work in an educational environment, periodically (normally every 3 years) attend a 2-3 hour safeguarding training session
- To provide support for pupils' emotional and social needs by encouraging and modelling positive behaviour in line with school policy
- To accompany teaching staff and pupils on visits, trips and out of school activities as required within contracted hours and to take responsibility for pupils under the supervision of the teacher
- If required, to attend appropriate First Aid courses
- To assist with the general pastoral care of pupils, including helping pupils who are unwell, distressed or unsettled
- To assist in the training and development of staff
- To adhere to school health and safety policy including risk assessment and safety systems.
- To adhere to school policy on equality and diversity

### **Support for the Curriculum**

- To assist in the development of basic Literacy, Numeracy and ICT skills and support the use of these learning activities as directed by the class teacher
- To help adapt and plan the development of resources necessary to lead learning activities, taking into account pupils' interests, language and cultural backgrounds
- Undertake broadly similar duties commensurate with the level of the post as required by the Head of School

### **Safeguarding Children**

The Trust is committed to safeguarding children and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. We will ensure that all our recruitment and selection practices reflect this commitment. All successful candidates will be subject to an enhanced Disclosure & Barring check along with other relevant employment checks.

### **Special Notes on Conditions**

There may be occasions when the attendance outside of your normal working hours is necessary to fulfil this role therefore flexibility is required.

The duties and responsibilities in this job description are not restrictive and the post holder may be required to undertake any other duties that may be required from time to time. Any such duties should not however substantially change the general character of the post.



## Person Specification

The successful candidate will meet the following person specification. Please note that the listed criteria will form the basis of the selection process. Applicants should address all elements of the Person Specification, demonstrating experience and where appropriate citing supporting examples within their application.

| Criteria  | Essential   | Desirable   |
|---|---|---|
| <b>Qualification</b>                            |   |   |
|   | <ul style="list-style-type: none"> <li>NVQ Level 3 or equivalent training. (Grade 5)</li> <li>Unqualified applicants may be considered (Grade 4) on the understanding that they achieve a qualification with an 18-month period when remuneration will be reviewed.</li> </ul>  |   |
| <b>Experience</b>                               |   |   |
|   | <ul style="list-style-type: none"> <li>Experience of working with children in a school setting</li> </ul>   | <ul style="list-style-type: none"> <li>Experience of working with children with special educational needs.</li> </ul>                       |
| <b>Knowledge and Understanding</b>              |   |   |
|   | <ul style="list-style-type: none"> <li>Be familiar with a range of strategies that support children's learning</li> <li>Be familiar with child development, especially their emotional development and the processes by which children learn and acquire social skills.</li> </ul>  | <ul style="list-style-type: none"> <li>An understanding of child development, especially their social and emotional development.</li> </ul> |
| <b>Personal and Professional Qualifications</b> |   |   |
|   | <ul style="list-style-type: none"> <li>The ability to show motivation and initiative when following the teacher's planning</li> <li>The ability to work cooperatively and flexibly in a team situation.</li> <li>The ability to show patience and understanding and respond appropriately to all children</li> <li>The ability to assess and monitor pupil's progress and feedback to the class teacher regarding the pupil progress.</li> <li>The ability to identify and prepare appropriate resources.</li> <li>To attend to pupils' needs including social and health training.</li> <li>The ability to help children thrive and enjoy learning.</li> </ul> | <ul style="list-style-type: none"> <li>The ability to independently plan activities.</li> <li>First Aid Qualification</li> </ul>            |
| <b>Professional Development</b>                 |   |   |
|   | <ul style="list-style-type: none"> <li>A willingness to further develop personal practice.</li> </ul>   | <ul style="list-style-type: none"> <li>Evidence of professional development undertaken.</li> </ul>  |

## The Recruitment Process

### 1. Application

To apply for a staff vacancy, please register for an online account to complete the application form. Please visit our website <https://www.greenshawlearningtrust.co.uk/join-us/staff>. The recruitment process is managed via your online account and you will receive regular notifications regarding the progress of your application.

The completed online application form should be accompanied by a personal statement of suitability of no more than 2 sides of A4. In the application form and personal statement, you should demonstrate how you meet the requirements set out in the Person Specification. Please include specific examples, which support your application.

Applications must be received no later than **Friday 8<sup>th</sup> March, midday**. Applications received after this date and time will not be considered.

### 2. Shortlisting

Shortlisting will be finalised on **Monday 11<sup>th</sup> March**. Shortlisted applicants will be invited by email to attend an interview. Please make sure you have indicated clearly, email address and day and evening telephone numbers on which you can be reached. References will be taken up after shortlisting.

### 3. Interview Process

Interviews will be held on **Thursday 14<sup>th</sup> March**. Applicants will also be asked to undertake a practical test related to the knowledge and abilities in the Person Specification.

### 4. Feedback

Unsuccessful shortlisted applicants will have the opportunity for professional feedback during the week following the interviews.

### 5. Taking up post

The successful applicant will take up the post as soon as possible.

### 6. Additional information

For further information, please contact [admin@waterwells.academy](mailto:admin@waterwells.academy)

### 7. Safeguarding

Greenshaw Learning Trust is committed to safeguarding and promoting the welfare of children and young people and expects staff and volunteers to share this commitment. The successful applicant will be subject to an Enhanced DBS and barred list check.