

Hardwicke Parochial Primary School

Teaching Partner

Part-time and full-time roles

Dear Applicant,

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

Hardwicke 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 will provide you with a helpful context for this role. You may also find our school website [Hardwicke Parochial Academy - Home](http://www.hardwicke.gloucs.sch.uk/web/) and the Trust website - [www.dgat.org.uk](http://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.

The closing date for completed applications is 17th July 2025 by 11 am. Interviews are scheduled to take place on the week of 21st July 2025.

To submit your application, please email the completed form to sendco@hardwicke.dgat.org.uk, Jen Panton, Assistant Head / SENDCo, before the closing date.

Yours faithfully

Jen Panton

Assistant Headteacher / SENDCo

sendco@hardwicke.dgat.org.uk

**The Diocese of Gloucester Academies Trust seeks to appoint a**

**Teaching Partner**

We are seeking both full-time (27.5 hours) and part-time (15-17.5 hours) positions.

This is a fixed-term contract for a year with the possibility of extension.

2nd September – 31st August 2026

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 work as a team
* High expectations from the pupils and yourself
* Ability to communicate clearly both orally and in writing
* Enthusiasm and promote 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, or please email admin@hardwicke.dgat.org.uk

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

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

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| --- | --- |
| **Usual working days and times:****There is some flexibility.** **Hours may look like this** | **Mon – Fri:** 8:30 – 12 **Part-time****Mon-Fri:** 8:30 – 12 1-3 pm **Full-time** |
| **Work environment**  | Classroom |
| **Dress code** | Smart |
| **Employee benefits** | * Free and confidential employee assistance program available 24/7
* 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
* A range of clear and supportive policies.
* An annual wellbeing survey and access to an online wellbeing toolkit.
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**Job Description**

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| Job Title:  | Teaching Partner |
| Responsible to: | SENDCO/Class teacher |
| Line Management: | Headteacher |
| Contract Type: | Fixed term |

**Overall purpose of this post**

To work under the instruction/guidance of teaching/senior staff to support the children’s educational development.

Job description attached.

**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

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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

**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 teamwork 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.

**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.

**Person Specification**

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| --- | --- | --- |
|  | **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 |  |

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| **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 |  |