



**GREENSHAW**  
LEARNING TRUST



**WIDDEN**  
PRIMARY SCHOOL

# Nursery Teaching Partner

Recruitment Pack

**ALWAYS  
LEARNING**

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Dear Candidate

Thank you for your interest in the role of Teaching Partner within our Nursery at Widden Primary School.

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 six schools: eleven in South London, six in Berkshire, one in Surrey, fifteen in Gloucestershire and South Gloucestershire, and three in Plymouth. We are continuing to grow and have further schools joining us on a regular basis.

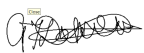
We strive to be an inclusive and diverse employer and we encourage applications from underrepresented demographics. We recognise the need to achieve a good work-life balance and encourage discussions regarding flexible working across our schools and Shared Service teams. We aim to create the conditions under which our colleagues are able to thrive and to deliver exceptional work for the young people and communities which we serve. To get a feel of life at Greenshaw Learning Trust, please download our '[Why you should work for GLT](#)' recruitment brochure on our jobs portal.

Widden Primary School 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 or arrange a visit to the school by calling the main school office on 01452 520571 or by emailing [admin@widdenprimary.co.uk](mailto:admin@widdenprimary.co.uk)

We very much look forward to receiving applications from candidates whose personal qualities, values and experiences support and reflect ours.

Yours sincerely



**Mrs De N'Yeurt**  
**Headteacher**

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

GLT is one of the highest performing multi academy trusts in the country that provides high quality comprehensive 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 3,700 people and educates over 23,500 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
- Access to Blue Light Card Scheme
- Access to Teacher Art Pass Scheme (teaching staff only)
- Cycle to Work scheme
- Gym membership scheme
- Employee Assistance Programme
- Free eye tests
- Car benefit scheme
- My Health discounts

## Terms and Conditions

<b>Line Managed by:</b>	EYFS Lead
<b>Contract:</b>	Permanent
<b>Salary:</b>	Salary calculated in line with Grade 5 pay scale, points 11-14, £27,269 - £28,624 per annum FTE <b>Actual salary £21,291 - £22,349</b>
<b>Hours of Work:</b>	Term time only plus INSET days. 33.5 hours per week, 8.30am - 3.45pm
<b>Place of Work:</b>	Widden Primary School, Sinope Street, Gloucester, GL1 4AW
<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 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

Widden Primary School is looking for a team player with a great work ethic to be able undertake a range of directed activities to support the educational and developmental needs of pupils. Able to assist teachers in the organisation and maintenance of classroom resources and to contribute to the supervision and welfare of pupils throughout the Primary School.

### We are looking for someone who can:

- Ensure the pupils' needs are met and liaise with staff as appropriate to ensure the pupils are able to make progress with their learning.
- To be part of a team that provides a purposeful, stimulating environment that is rich in learning opportunities, both indoors and outdoors.
- Contribute to weekly planning and support plans for children with My Plans.
- To ensure the maintenance of adequate standards of cleanliness and hygiene for the children in early years. This includes changing nappies, toilet training and to attend to children's personal needs.
- To undertake certain domestic jobs within early years, e.g. Cleansing of equipment etc and the cleaning of rooms. Ensuring the area is kept clean and tidy.
- To develop and maintain learning support materials such as visual timetables and pre-teaching of vocabulary.
- To supervise the activities of individuals or groups of pupils to ensure their safety and to facilitate their physical and emotional development.
- To undertake those activities necessary to meet the physical and emotional needs of individuals or groups of pupils including children with special needs.
- To undertake those activities necessary to foster the intellectual and social development of children.
- To monitor individual pupils and to report problems and concerns to the class teacher and designated supervisor.
- To keep up to date records and attend review meetings when appropriate.
- To attend TP meetings and Inset training (including Twilight sessions).
- To accompany and supervise pupils on extra-curricular activities and visits.
- To maintain working knowledge of health issues affecting pupils such as ADHD, asthma, epilepsy, diabetes and autism.
- To maintain working knowledge of health and safety issues and good practice in specific learning environments

### Behaviour and safety

- Take responsibility for promoting and safeguarding the welfare of children and young people within the school.
- Ensuring children remain safe and accounted for at all times. To respond to minor health problems and to provide general first aid.
- To promote and reinforce the Trust and School policies, practices and procedures, including an awareness of child protection, and health and safety responsibilities
- Maintain good relationships with pupils, exercise appropriate authority, and act decisively when necessary.
- Be a positive role model and demonstrate consistently the positive attitudes, values and behaviour, which is expected of pupils.

- Have high expectations of behaviour, promoting self-control and independence for all children.
- To ensure all safeguarding procedures are followed in line with School procedures.

#### **Other**

- To have professional regard for the ethos, policies and practices of the school in which you carry out your role, and maintain high standards in your own attendance and punctuality.
- To uphold public trust in the profession and maintain high standards of ethics and behaviour, within and outside school.
- Be responsible and accountable for achieving the highest possible standards in work and conduct
- Make a positive contribution to the wider life and ethos of the school. Perform any reasonable duties as requested by the Headteacher.

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>Training, Qualifications and Experience:</b> On their application form, candidates will demonstrate that they have the following training, qualifications, and school experience:		
	<ul style="list-style-type: none"> <li>At least five GCSE's or equivalent, which must include at least a C/4 Grade in Maths and English.</li> <li>Minimum Level 3 vocational training/qualification in the care, development and education of children.</li> <li>Previous experience of caring for, or working with children in a voluntary or paid capacity</li> <li>A commitment to the provision of high quality childcare</li> <li>A positive approach to learning and gaining new skills through teamwork and training opportunities</li> <li>Basic understanding of the importance of Health &amp; Safety and Food Hygiene in the workplace</li> </ul>	<ul style="list-style-type: none"> <li>A positive approach to gaining further qualifications</li> <li>Health &amp; Safety certificate</li> <li>A First Aid / Paediatric First Aid certificate, or willingness to train as a first aider is desirable.</li> <li>Good knowledge of safeguarding</li> </ul>
<b>Personal and Professional Qualities and Attributes:</b> In their statement of suitability and during the selection process, candidates will demonstrate the ability to:		
	<ul style="list-style-type: none"> <li>Interest in the care, learning and development of young children</li> <li>Good organisational, record keeping and planning skills</li> <li>Punctuality</li> <li>Excellent communication skills, with children, colleagues, advisors and parents/carers/carers.</li> <li>Patience</li> <li>Empathy with children, colleagues and parents/carers/carers</li> <li>Reliability and trustworthiness</li> <li>A positive approach to inclusive practice, with children and colleagues</li> <li>Enthusiasm for working with young children</li> <li>The ability to explain things clearly to support learners in making exceptional progress.</li> </ul>	<ul style="list-style-type: none"> <li>Ability to evaluate own learning needs and actively seek learning opportunities.</li> <li>An ability to approach the management of challenging behaviour with sensitivity and patience and via a team-based approach.</li> <li>Patience, empathy, a positive 'can do' disposition, flexibility and 100% commitment to supporting young people</li> </ul>
<b>Additional Requirements:</b> In their statement of suitability and during the selection process, candidates will demonstrate that they can meet the following requirements:		

## The Recruitment Process

### 1. Application

Visit our website to view our current vacancies [here](#)

To apply for a staff vacancy, please register for an online account and complete the online application form. The recruitment process is managed via your online account and you will receive regular notifications regarding the progress of your application.

You have the opportunity to upload an attachment to support your application if desired. In the application form 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 11.59pm on Monday 28th April 2025** Applications received after this date will not be considered.

### 2. Shortlisting

**Shortlisting will be finalised on Tuesday 29th April 2025.** Shortlisted applicants will receive an email inviting them to select their preferred interview time. Please ensure you enter your correct email address on your application form and provide a contact telephone number. References may be taken up after shortlisting. Please ensure you indicate clearly on your application form if you are happy for us to do so.

### 3. Interview Process

Interviews will be held on **Tuesday 6th May 2025**. Applicants may 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 Jade Douglas, HR Manager [jdouglas@widdenprimary.co.uk](mailto:jdouglas@widdenprimary.co.uk)

### 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.