Teaching Partner and Midday Supervisor

Grade 3.5

Longborough is a Church of England Primary School and Pre-School is seeking to appoint a Teaching Partner. We are looking to recruit an individual who is flexible, personable and patient to join the team. We are committed to celebrating each and every child and require a dedicated early years practitioner, who will join our journey of providing varied opportunities for learning, and recognise the gifts and talents of each individual child.

Teaching Partner position is **4 days a week** 8:45am- 3:20pm, 21 hours per week.
Midday Supervisor is **4 days per week**, 1 hour per day, 5 hours per week.
Monday, Tuesday, Wednesday and Friday.

The successful candidate will be supporting pupils in class, interventions and potentially children with EHCPs and will play a key role in the team.

This position is a fixed term contract with probationary period. Closing date for applications is 04/12/2026 and interview date week commencing 07/12/2026

The following pay scales apply:

- **Teaching Partner**: Grade 3 (£25,583) pro rata

Main Duties and Responsibilities

- Assist in the educational and social development of all pupils under the direction and guidance of the SLT, SENCO and class teachers
- Assist in the implementation of My Plan, My Plan+ or EHCPs for pupils, help monitor progress and keep up to date relevant records
- Provide support for individual pupils and small groups of pupils, inside and outside of the classroom to enable them to fully participate in activities
- Use the marking policy to mark books and work of pupils that they have supported in and out of class
- Work with other professionals, such as speech therapists and occupational therapists, as necessary
- Assist class teachers with maintaining pupils' records
- Support children's SEMH needs

- Use the school's behaviour and relationships policy to support children
- Provide cover/supervision where required
- Adhere to the settings code of conduct
- Ensure rooms are left clean and tidy at the end of a session
- Ensure confidentiality with regard to the staff, parents and children is adhered to at all times
- Work with the staff within your setting, in such a way as to offer the children high quality care, education, attention, stimulation and support
- Have a high awareness of the setting's policies and procedures and ensure these are carried through by you during everyday tasks
- To promote the work and image of the School by always maintaining high standards of personal appearance and adopting a friendly, professional approach to parents, members of the public and the wider community
- To support the NCSF vision and the Christian vision of the school
- To be concerned with the general welfare of the children, including matters relating to personal hygiene and health
- To provide simple first aid, when necessary, and to take all reasonable measures to ensure health and safety in the classrooms
- To undertake CPD courses as necessary for professional development
- To attend INSET days and twilights sessions for CPD
- To undertake such other duties consistent with the nature and responsibility of the post as may be reasonably assigned by the Headteacher/Head of School and SENDCo

Safeguarding

- Understand and adhere to the settings safeguarding policies and procedures to keep children safe and secure and ensure others at the setting are adhering to the policy
- Deal with child protection issues, reporting any concerns to the Designated Safeguarding Lead or the Deputy and record factual information accurately
- Ensure non-discriminatory behaviour and equality is maintained within the day care environment and promotes diversity and that the settings equal opportunity policy is adhered to at all times

Person Specification

We are looking for someone who:

- has relevant experience of working with primary aged children

- Is suitable to work with children. (*The post holder must have Enhanced DBS Clearance to carry out this role and be responsible for the promoting and safeguarding the welfare of children s/he is responsible for, or comes into contact with.)*
- has a good level of personal presentation, time management skills and attendance.
- has the ability to motivate and inspire children.
- has the enthusiasm to develop their pedagogy and knowledge of teaching and learning.
- has the vision, energy and dedication to ensure outstanding outcomes for all learners.
- builds warm relationships with parents, carers and other professionals.
- will get involved in all aspects of wider school life.
- will nurture every child to flourish and be the best they can be through our well embedded Christian values.
- support pupils and staff effectively, while working as part of a team.

We can offer:

- a commitment to developing your knowledge and interests in teaching, restorative Practices or other professional areas of study.
- a team who are enthusiastic, friendly and dedicated.
- friendly, happy children who are keen and eager to learn.
- supportive parents and governors who work as partners with the school for the benefit of the children.
- wider support from the NCSF trust.

Longborough is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. The successful applicant will be subject to a full Disclosure and Barring Service check, references and other suitability checks before appointment is confirmed. Shortlisted candidates will also be subject to online checks.

We take up references prior to interview and all appointments are subject to a police check in accordance with the Rehabilitation of Offenders Act 1974 which requires the disclosure of criminal background of those with access to children. To comply with the Asylum and Immigration Act 1996 we request candidates to bring with them to interview evidence of their right to employment in the United Kingdom.

To apply:

1. Send a short covering letter illustrating your relevant experience, interests and why you would like to work at our school to longboroughadmin@ncsf.school
2. Complete the NCSF application form, giving details of 2 references- these will be contacted prior to interview.

We encourage and welcome those who may want to come and look around school before applying. Please also take a look at our school website which will give you a good idea about us!