



West Gloucestershire Schools Partnership (WGSP) Partnership Co-ordinator

Date Posted	Tuesday 15 th March 2022
Post Title	WGSP Partnership Co-ordinator
Grade	£25,801-£28,785 pro rata (equivalent to Point 7 scale on GCC pay scale)
Hours	Part Time 10 hours a week
Contract	Term time only (39 weeks a year) plus 1 week during summer holidays
Closing Date: In-	Fixed term until August 2023
terview Date:	
Start Date	Tuesday 29 th March 2022 at 12 noon Tuesday 5 th April 2022 May 2022 (negotiable)

WGSP is a strong, cohesive partnership which provides support and development to all school staff and governors within 41 schools in the Forest and surrounding area.

We are looking for an enthusiastic and highly motivated co-ordinator who is:

- Able to form good relationships with all and work successfully as a team member
 - An excellent communicator
 - Passionate about facilitating improvement through organising high quality continuing professional development (CPD)
- Organised and proactive

Ideally you will have

- A background in education and/or facilitating professional development
- Good ICT skills

Skills to develop long term strategy with others

We can offer:

- Opportunities to develop your skills and make a difference
- The opportunity to work with an experienced WGSP management board of Headteachers and Finance Officer, with a successful track record of providing CPD to school staff
- A supportive working ethos with a focus on providing the very best for children in our area

Highly flexible working, around facilitating the CPD sessions

WGSP is committed to safeguarding and promoting the welfare of children and young people and expects all staff to share this commitment. This post is subject to an Enhanced DBS check and references prior to interview.

For further information please see the job description and if you would like to discuss the post, please contact Mrs Davis at Steam Mills Primary School on 01594 822567. Applications need to be submitted by email to head@steammills.gloucs.sch.uk by 12 noon on Tuesday 29th March.

Request for a leave of absence during term time

Parents should be aware that the law does not grant parents an automatic right to take their child out of school during term time. The Department for Education allows a Headteacher the discretion to consider authorising a leave of absence in term time only in "exceptional circumstances".

You may consider that a holiday will be educational but your child will still miss out on the teaching and learning that their peers will receive whilst your child is away. Children returning from a leave of absence during term time are also unprepared for the lessons which build on the teaching they have missed and arrangements need to be made for individual children to catch up on missed work. Disruption to the continuity of teaching and learning is something we all have a responsibility to avoid.

If requesting a leave of absence you will need to complete the form on the reverse of this notice, setting out the reasons. If the holiday is not considered to be an exceptional circumstance it will not be agreed. If you nevertheless take your child out of school for the leave of absence this **will be recorded as unauthorised leave**.

In the case of an unauthorised leave of absence the headteacher may request that the Local Authority issue a Fixed Penalty Notice without further warning to the parent.

Please note that such a penalty is issued to each parent for each child taken out of school.

A Penalty Notice is a fine of £60 if paid within the first 21 days which increases to £120 if paid between 21 and 28 days.

Thereafter, if the penalty remains unpaid this may lead to prosecution through the Magistrates' Court.

All leave of absence requests should be completed on the attached form by the parent with whom the child ordinarily resides. This should be returned to the school at least seven days before the start of the holiday. All requests must be made prior to the leave being taken. Leave cannot be authorised retrospectively.

I hope you will support our efforts to maintain good levels of attendance and attainment.

Yours sincerely

Head Teacher

Request for a leave of absence during term time

Pupil Name/Tutor Group

Pupil's address

Date of first day of absenceDate of return to school

Number of school days that your child will be absent from school

If a pupil fails to return within ten school days following the anticipated date of return and no reason is provided, there may be grounds (under some circumstances) to delete your child's name from the Admissions Register and register them as a Child Missing Education.

Please detail the exceptional circumstance for which you are requesting leave of absence (please continue on blank paper if required)

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I understand that if the absence request is not authorised and the holiday is taken the Headteacher may request that the Local Authority issue a Fixed Penalty Notice.

I understand that a Penalty is issued to each parent for each child taken out of school and that this is a fine of £60 if paid within the first 21 days which increases to £120 if paid between 21 and 28 days.

I understand that if I do not pay this it may result in legal action.

Name(s) of Parent/Carer (s) making application:
Dr/Mr/Mrs/Miss/Ms

Forename.....Surname.....

Address:

Signed Dated

Dr/Mr/Mrs/Miss/Ms

Forename.....Surname.....

Address:

Signed Dated

(Please ensure you are giving at least seven days' notice of the proposed absence, retrospective applications cannot be authorised)
