



The **GALLERY** TRUST



A community of special schools



Thank you for your interest in the post of Teacher at Springfield School.

Springfield School is a special school for primary age children who have been identified as having Severe or Profound Learning Difficulties. We currently have 116 children on roll and all our pupils have an Education, Health and Care Plan (EHCP). Our curriculum offers pupils engaging, enriching, and meaningful opportunities enabling them to develop their independence, communication, skills for learning and life.

We believe in creating opportunities for both pupils and staff to succeed in their own goals. It is essential for us to work closely with parents, carers and other professionals to promote support for everyone and sharing of good practice.

We strongly believe in the benefits of integration and inclusion to all and as such our Early Years and Primary classes are co-located with Madley Brook Community Primary School in a uniquely integrated and purpose-built site. Our secondary pupils are also located in a purpose-built building on the Wood Green Secondary School site. We work hard to promote inclusive activities with our partner schools and the wider community.

The school is seeking an inspirational and dynamic Teacher: a gifted practitioner who can meet the needs of this vibrant and diverse community.

Springfield School is a member of The Gallery Trust, an expanding Special Needs Multi Academy Trust which is dedicated to improving outcomes for SEND learners in Oxfordshire. The Trust has a national reputation for excellence and is influential in the development of SEND strategy in the county. With seven academies currently in the Trust, our aim is to build a community of eight to ten special schools over the next five years.

Please visit our website to find out more about the school. If you would like to visit the school to find out more about this opportunity before you submit your application, you will be most welcome.

Thank you again for your interest and we look forward to hearing from you.

Zama Mbatha
Executive Headteacher

Family Inclusion & Advocacy Support Worker
Green Book G12 (35 – 38), 37 hours a week, 52 weeks
Full time Salary range £44,771.00 to £47754.00
Contract type:
Permanent Full-Time

Start Date: September 2025

A Teaching role at Springfield School is rewarding, exciting and challenging. If you share our passion for making a real difference to the lives of children and young people with special needs this could be a great role for you. Previous special school experience is not necessary, but it is essential you fully share our values.

Application Process

To apply for this post, please email your application form to recruitment@springfieldWitney.co.uk

You can download the application form from website www.springfield.oxon.sch.uk or from The Gallery Trust website www.thegallerytrust.co.uk

Please ensure you detail any gaps in employment and use the selection criteria which is contained in the job pack when you prepare your application, as shortlisting for interview will be based on how closely you demonstrate your ability to fulfil the essential criteria.

Springfield School is committed to safeguarding and promoting the welfare of children and young people and expect all staff and volunteers to share this commitment. This post involves the type of work with children and young people, that requires applicants to undertake a Disclosure and Barring Service check. The possession of a criminal record will not necessarily prevent an applicant from obtaining this post. All cases are considered confidentially and according to the nature of the role and information disclosed.

We do not accept CVs. If you are shortlisted, we will take up written references before your interview so please provide permission for this and provide accurate phone and email contact details for your referees. One of your referees must be your current or last employer, and if you are employed in a school, must include your current Head Teacher.

The Gallery Trust is committed to safeguarding and promoting the welfare of all children and expects all staff to share this commitment. Any offer of employment with The Gallery Trust is subject to verification of ID and qualifications, satisfactory evidence of the right to work in the UK, health clearance, NCTL and Enhanced Disclosure and Barring Check. The Gallery Trust is an equal opportunities employer, and we welcome applications from candidates from all ethnic and community backgrounds.

Benefits of working at Springfield include:

Professional development opportunities

- Regular training and access to a range of internal and external professional development opportunities tailored to your learning needs, your job role and your career aspirations
- Opportunities for career progression, secondments and transfers within The Gallery Trust, the largest special school Academy Trust in Oxfordshire
- Opportunities for collaborative working across the schools in The Trust, offering the chance to liaise with experienced colleagues, building knowledge and professional networks
- Develop your career in The Gallery Trust, an expanding and successful organisation which offers opportunities for progression, secondments and collaborative working with colleagues across our schools

Financial

- Competitive salaries for teaching and support staff based on School Teacher Pay and Conditions Document and the NJC Green Book
- Access to attractive pension plans (TPS and LGPS), linked to salary life assurance
- Contribution towards glasses and eye tests for DSE use
- Salary sacrifice schemes, including childcare vouchers and cycle to work
- Perk Box - discount and wellbeing platform membership

Wellbeing

- The opportunity to be a key member of a friendly and supportive staff team, dedicated and committed to improving outcomes for students
- 24/7 access to a free Employee Assistance Programme to provide confidential advice and guidance
- Membership to My Healthy Advantage wellbeing app
- Excellent induction processes, and strong line management structures to promote your wellbeing at work
- Generous annual leave entitlement for support staff which increases to reflect length of service
- A culture which is open to employee ideas and encourages open dialogue
- Complimentary tea and coffee
- Regular staff surveys to gain feedback on wellbeing and to drive improvements
- The opportunity to join colleagues for social events
- Family friendly policies, which promote your wellbeing
- Cycle to work Scheme

Facilities

- Free car parking and cycle storage

The GALLERY TRUST



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The Gallery Trust is a Special Multi Academy Trust which is dedicated to improving outcomes for SEND learners in Oxfordshire. We strive to provide the best possible specialist learning experience for all pupils.

Our Strategic Aims

- **Places where innovation drives learning** – our schools have a clear purpose, they educate the whole child and prepare them for adulthood. Everything we do, from our curriculum offer to our pastoral care, is meaningful and driven by the needs of learners.
- **Places where relationships drive engagement and achievement** – our schools are built around exceptional relationships. We provide excellent experiences, growth, and opportunities for pupils and staff, and specialist working environments and resources.
- **Places which provide exceptional knowledge and support** – our schools are supported by a skilled and experienced central team which provides high quality school improvement and central support services.
- **Places which inspire and influence** – our schools are committed to collaborating with our local and national partners and communities to ensure that children and young people with SEND receive the education and opportunities they deserve.

As we enter the next phase of our development and build on our many successes, we want to embrace future challenges and opportunities. The Trust is on a continuing journey of expansion, growing from a Multi Academy Trust based on a single academy in 2013, to its position as the largest Special Trust in Oxfordshire. There are currently seven special academies in the Trust located throughout Oxfordshire. The Trust's vision is to continue to expand over the next five years, supporting a community of converter academies, free schools and sponsored academies, and providing outreach and other opportunities. All academies collaborate to share SEND expertise and best practice, and work in partnership with peers who are committed to common aims and goals.

The Board of Trustees believes that by providing the support of highly experienced and specialised school improvement and business teams, school leaders are empowered to focus on the standards of teaching and learning, and in meeting the operational and strategic demands of running their schools.

Family Inclusion & Advocacy Support Worker

We are seeking to appoint a compassionate, skilled and dynamic practitioner to join our Inclusion, Pastoral and Therapeutic team.

Purpose of the Role

To provide high-quality inclusive and advocacy support to pupils with medical and safeguarding needs, while building positive and effective relationships with families. The postholder will act as a key link between home and school, supporting families to engage with their child's learning, wellbeing and development both during term time and outside of term time where appropriate.

The role includes working restoratively, supporting pupils' emotional regulation and readiness for learning, and thinking dynamically to ensure operational, Health & Safety and teaching and learning needs of the school are met effectively.

The postholder will be an integral member of the pastoral team, working under the direction of the Lead Practitioner for Inclusion and Pupil Advocacy.

Key Responsibilities

Safeguarding and Child Protection

- Serve as part of the schools Safeguarding Team as Deputy Designated Safeguarding Lead (DDSL), supporting the school's safeguarding strategy and procedures.
- Respond promptly and effectively to safeguarding concerns, liaising with families and external agencies as appropriate.
- Maintain accurate and confidential safeguarding records in line with policy.

Pupil Wellbeing

- Support staff in implementing regulation and support plans, modelling calm, inclusive approaches.
- Assist in monitoring trends of indicators of need to inform proactive and responsive support.
- Support the development and review of Individual Healthcare Plans (IHPs) alongside staff, families, and medical professionals.
- Assist pupils with personal care and medical needs where required, including administering first aid.

Family Liaison and Advocacy

- Build strong, trusting relationships with families to support their engagement with school.
- Act as a key point of contact for families regarding their child's wellbeing, learning and inclusion.
- Provide advice, guidance, and support to families outside of term time where appropriate, ensuring continuity of care and signposting to services during school holidays.
- Signpost families to appropriate community services, charities, and external agencies to provide additional support as needed.
- Establish and maintain effective links with external providers and organisations to enhance support available to families.
- Facilitate family workshops, drop-in sessions, and individual meetings to empower families in supporting their child.

Operational School Support

- Work dynamically throughout the school day to respond to emerging operational needs, ensuring effective deployment of support to maintain safety, wellbeing and learning.
- Assist with Health & Safety checks, supervision and practical problem solving to maintain a safe and effective learning environment.
- Support the day-to-day running of the school in collaboration with the wider pastoral team

Pastoral Team Collaboration

- Work as part of the pastoral team, under the line management of the Lead Practitioner for Inclusion and Pupil Advocacy.
- Contribute to pastoral meetings and planning to ensure cohesive support for pupils across the school.
- Provide professional support to colleagues in managing pupil needs throughout the day.

Additional Duties

- Prepare and maintain pupil records including the whole school profile, risk assessments and support plans accurately.

- Contribute to the overall development of the school, including activities related to the Raising Achievement Plan.
- Attend and contribute to internal and external meetings, representing the school professionally.

General Responsibilities

- Promote the ethos and values of Springfield School and The Gallery Trust.
- Follow all policies and procedures, with particular attention to safeguarding, equality and diversity, and health and safety.
- Undertake mandatory training (e.g. Team Teach, Restorative Approaches, First Aid) and participate in professional development to maintain and extend skills.
- Perform other duties as required by the Head Teacher to ensure the smooth running of the school.

	ESSENTIAL	DESIRABLE
Qualifications	<ul style="list-style-type: none"> • Level 2 qualifications or equivalent. 	<ul style="list-style-type: none"> • Level 3 or above qualification in a relevant area (e.g. SEN, youth work, health and social care).
Experience and knowledge	<ul style="list-style-type: none"> • Experience working in a school or children's service supporting families and pupils with SEND. • Understanding of safeguarding, therapeutic and restorative approaches, and inclusive practice. 	<ul style="list-style-type: none"> • DSL or DDSL training or willingness to complete. • Team Teach trained. • First aid trained. • Experience establishing links with external services to support families. • Experience facilitating family support groups or workshops. • Qualification or training in family liaison, parenting support, therapeutic interventions, or youth work.
Skills and qualities	<ul style="list-style-type: none"> • Excellent interpersonal and communication skills, able to build positive relationships with families and professionals. • Confidence in dynamic problem-solving within a school environment to support operational needs. • Empathy, patience, and commitment to inclusion and advocacy for children with complex needs. • Willingness to undertake personal care tasks where required. 	

Person Specification