

Catholic Schools Recruitment Partnership

Supporting Catholic Schools in Delivering
Higher Levels of Pupil Attainment



teaching 
personnel

- Staffing
- Intervention
- Supply

The Quality Provider of Education Staff
Supporting Schools in Delivering Higher Levels of Pupil Attainment

SUPPORTING CATHOLIC SCHOOLS IN DELIVERING HIGHER LEVELS OF PUPIL ATTAINMENT

Much More than a Supply Agency



Introduction

Teaching Personnel's Catholic Schools Recruitment Partnership provides bespoke staffing solutions to individual schools, school groups, clusters and multi-academy trusts across England and Wales.

Through close collaboration, we ensure we fully understand the Catholic School ethos, educational goals, quality standards and financial objectives of every client school before creating bespoke packages and tailored services that meet their staffing needs. We do this at the same time as maintaining the high quality standards for which Teaching Personnel is renowned.

Teaching Personnel's Catholic Schools Recruitment Partnership

About Teaching Personnel:

- Established in 1996 with **72 branches** across England & Wales
- Specialising solely in the **education sector**
- Over 250 highly trained **Recruitment Consultants** and **Branch Managers** including **Sector Specialist Consultants** in most branches
- Over 12,000 **quality teachers** and **support staff** registered, vetted and available for work
- Over **5,000 regular using client schools** across England and Wales
- A growing reputation for being the **quality provider** of education supply staff and helping schools raise standards and attainment
- A track record of **implementing programmes of tuition** since 2008, providing tutors for over a million hours of tuition



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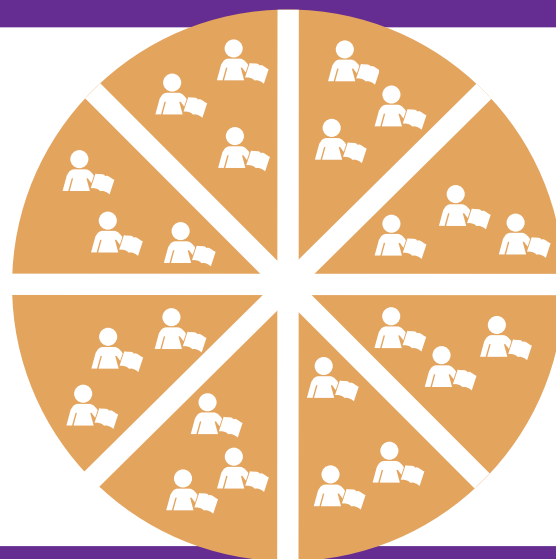
Core Recruitment Services for Catholic Schools

Providing high calibre candidates, at the right time, matched to the right school, suitable for each individual requirement

Since 1996 Teaching Personnel has worked with thousands of mainstream and special schools across England and Wales. During this time we have developed a unique approach to working in partnership with schools which is predicated on raising standards in education. We believe we have identified the key areas where schools can benefit from our support and built a range of recruitment services that fully complement each school's own capabilities.

We can provide quality candidates across all key stages and subject areas. Our candidates are available for short and long-term supply, to satisfy emergency cover and for permanent contracts. We have a variety of different candidate types available including:

- **Newly Qualified Teachers**
- **Fully Qualified Teachers**
- **Cover Supervisors**
- **Middle and Senior Management Staff**
- **Learning Support and Teaching Assistants**
- **Specialist SEN Teachers and Assistants**
- **Tutors and Intervention Specialists**
- **Qualified Nursery Nurses**



As part of our Catholic Schools Recruitment Partnership we invest in candidate attraction activities that ensure we register candidates who appreciate the Catholic School ethos. These activities will often include advertising in various Catholic publications.

Long-Term & Permanent Recruitment: Whether a Catholic School wishes to benefit from the flexibility and potential savings delivered through long-term supply candidates or decide to take a candidate on a contract, Teaching Personnel will ensure long-term recruitment needs are satisfied as efficiently as possible. We save schools money and time through free advertising on our website, a swift search and selection process, trial days and a reputation for attracting high calibre candidates.

Short-Term & Emergency Cover: Whether you require a subject specific teacher to cover a planned absence, a cover supervisor to cover teacher PPA time or cover for an emergency same day requirement, Teaching Personnel has the experience, expertise and matching technology that ensures short-term staffing needs are met. With carefully managed local pools of candidates available Teaching Personnel has built an excellent reputation for satisfying the staffing needs of Catholic Schools across England and Wales.

Pupil Interventions: Through our Tuition-Works service Teaching Personnel provide Catholic Schools with quality teachers and teaching assistants for one-to-one and small group tuition. Our pupil interventions can deliver high impact results for targeted pupils at key times. Teaching Personnel has delivered hundreds of thousands of hours of tuition at hundreds of schools throughout England and Wales and are recognised as the market leader in the provision of tutors to schools.

In addition to our core recruitment services we provide Catholic Schools with a range of added value services. These added value services can be categorised under the following four headings:

- **Catholic Community Services**
- **Pupil Attainment Services**
- **Special Educational Needs**
- **Quality Assurance Services**

Catholic Community Services

Delivering services that benefit Catholic Schools, Academies and pupils across England and Wales

Candidate Attraction: Teaching Personnel invest significantly in activities that ensure we attract and recruit candidates who support the Catholic School ethos. These activities include maintaining our live database of over 12,000 available education professionals, advertising in various Catholic publications, online job boards and regular servicing of our passive database of tens of thousands of teachers and classroom support staff.

We also run regular recruitment drives in the Republic of Ireland which includes advertising on Irish job boards and attendance at the major teaching college recruitment fairs every year. This activity often results in us being able to support a large number of teachers from the Catholic faith who are seeking work in UK Catholic Schools.

Catholic Schools Network Benefits: Recognising the close family networking of Catholic Schools, Teaching Personnel provides a number of benefits for those schools working in partnership. From pooling buying power to achieve greater savings, to sharing local pools of supply staff, we complement the collaborative opportunities for school staffing.

Catholic Orientation Forums: Teaching Personnel has created a unique forum designed to inform and induct candidates who are made available to work in Catholic Schools. Appropriate for teachers and support staff our forum provides valuable information on:

- The differences between Catholic Schools and other schools
- The structure of a school day including collective worship and Religious Education
- The Catholic School ethos and expectations of staff and pupils
- The aims of the church within school and how the faith influences day-to-day school life

Bespoke Matching Software: In addition to the vast experience of our 250+ Recruitment Consultants across 72 branches, Teaching Personnel has developed bespoke recruitment software that enables us to better match candidates for every type of school and staffing requirement. For Catholic Schools our software helps us identify candidates who are prioritised continuity for a school, who have the CCRS certificate, have completed our Catholic Orientation Forum, have specifically requested work in Catholic Schools or who we believe are ideally suited to work in Catholic Schools.

Consultant Orientation Days: In order to provide Catholic Schools with the best possible candidate matching service, each school's Personal Recruitment Consultant will spend time at a client school, shadowing classroom support staff for half a day. This exercise ensures we really get to know the school environment, the Catholic ethos and gain a feel for what it's like working at your school. Orientation days are very powerful and **help us to better match and recruit the right candidates for every client school.**



SUPPORTING CATHOLIC SCHOOLS IN DELIVERING HIGHER LEVELS OF PUPIL ATTAINMENT

Out of Hours Service: The vast majority of Teaching Personnel's offices are open from 7am right through until 6pm. Although our offices physically close at 6pm, we are still able to provide Catholic Schools with a highly effective 'on call' service right up until 9pm in the evening. **Utilising this service is highly likely to result in the best-matched supply candidates arriving on time and fully prepared to cover classes effectively and with the minimum level of disruption.**

Collaborative CPD Opportunities: Teaching Personnel can work with Catholic Partnership Schools and their CPD providers to up-skill the staff we supply in role specific areas that are a priority for the school. Subject to demand for supply staff you could also be eligible to agree a level of local CPD workshops, delivered by Teaching Personnel for the purpose of building a pool of highly trained supply staff who are skilled to meet the specific needs of your pupils.

National Catholic Liaison: Providing the best possible service to Catholic Schools is a priority at Teaching Personnel. To help us maintain the highest standards possible, we have a dedicated National Catholic Liaison available to Catholic School leadership teams. **Our Catholic Liaison monitors and evaluates the service we provide and explores ongoing opportunities to benefit Catholic Schools across England and Wales.**

With Catholic Schools consistently delivering a high standard of education and Ofsted ratings that are above the national average, we are committed to helping Catholic Schools achieve high levels of pupil attainment. We believe our Catholic Orientation Forums are one of the ways we meet this commitment.



Pupil Attainment Services

Supporting Catholic Schools in delivering higher levels of pupil attainment

Tuition-Works Intervention Service: Tuition-Works has supported hundreds of schools in the delivery of over a million hours of one-to-one and small group tuition. We have a population of fully vetted, qualified teachers and learning support staff who are experienced in tuition and are **ready to help raise pupil attainment across all key stages and core subject areas**. Through our Tuition-Works service we can also provide tutors during the school day, at weekends and during school holidays.

	During the School Day	Weekends (on school premises)	School Holidays (on school premises)	At the pupil's home
One-to-One Tuition	✓	✓	✓	✓
Small Group Tuition	✓	✓	✓	
Revision Course & Booster	✓	✓	✓	✓
Extra Support for Looked After Children	✓	✓	✓	✓

As well as providing tutors for school led interventions, we also have a number of packaged tuition programmes available including programmes designed to support GCSE pupils on the C/D borderline, programmes to help Yr. 7 pupils catch-up with their peers and programmes designed to ensure key stage 2 pupils are fully prepared for SATs.

Catholic Schools booking tuition interventions through our Tuition-Works product will also benefit from free **Pupil Premium Investment Reports** helping headteachers to meet their reporting obligations around how Pupil Premium funding has been invested to directly benefit pupil attainment. These reports can be made available to Ofsted, parents/carers and governors.

As well as tuition interventions Catholic Schools can also access Teaching Personnel's database of highly flexible education professionals to provide other types of pupil intervention including behaviour support.



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Special Educational Needs

Recruiting for the role – delivering for the child. Our specialist approach to SEN recruitment

Teaching Personnel has a vast amount of experience supporting the diverse staffing needs of SEN schools, units and establishments across England and Wales. To ensure we understand the unique staffing requirements of our clients we look to work in partnership with you to ensure we are in the best possible position to appropriately match the right staff to meet the needs of your young people. This partnership often includes our Recruitment Consultants attending orientation days at your school, providing potential candidates for trial days, working with you to deliver candidate inductions and collaborating with you in the professional development of new staff.

Prioritising our Support: Teaching Personnel build bespoke recruitment plans designed to secure high calibre staff for your school who possess the relevant experience and qualifications. In addition to this we sometimes recruit candidates who we believe will add value at your school but may be missing a key accreditation or level of experience. For these candidates, we aim to provide the most relevant CPD at the earliest opportunity.

When it comes to staffing for Special Educational Needs, our experience and expertise covers the following areas:

- Numeracy and Literacy Interventions Support
- Behaviour Interventions
- Behaviour Interventions specifically for pupils 'at risk of exclusion'
- One-to-One Tuition/Intervention
- One-to-One Tuition/Intervention specifically for Looked after Children
- Specialist SEN teachers and support in:
 - ASC - Autistic Spectrum Condition
 - SLCN - Speech, Language, Communication Needs
 - SEBD - Social Emotional Behavioural Difficulties
 - PMLD - Profound and Multiple Learning Difficulties
 - SLD - Severe Learning Difficulties
 - CLDD – Complex Learning Difficulties and Disabilities
 - EAL – English as an Additional Language
- Team-Teach trained staff
- Moving and Handling trained staff
- Autism trained staff



Quality Assurance Services

Delivering a specialist service and ensuring the best candidates are prioritised for your school

Specialist Consultants: One of the main differentiators at Teaching Personnel is that we focus on Recruitment Consultant specialisms. That means, rather than our consultants being generalist recruiters across all types of school, we recruit and train them to become specialists for a school sector i.e. primary, secondary or special schools. This focus results in much greater understanding of the types of role that exist, the candidate strengths and expertise required and the challenges facing school leaders within each sector. We believe the overall impact of this approach is a high quality service for our client schools and registered candidates.

Continuity Supply Pools: Teaching Personnel never stop investing in the attraction of new candidates and work hard to ensure those already registered are entirely satisfied with the service they receive and stay with us for as long as they require our support. Combining these efforts we are able to **build local pools of teachers who can deliver continuity of learning and familiarity** to Catholic Schools and pupils in the locations of our client schools.

For Catholic Schools with a high demand for short-term supply staff, Teaching Personnel can secure the services of key personnel through its Guaranteed Work Scheme. This can help us to **guarantee the availability of certain teachers and learning support staff, minimising disruption to pupils through the continuity and familiarity of supply staff.**

Promoting and Selecting Quality Supply Staff: Unique to Teaching Personnel, we operate a quality control system that gives **highly regarded supply candidates** regular work, while, those who need it, receive access to professional development courses to help them sharpen their skills in the classroom.

Known as **'Follow Up Referencing'** our system promotes teachers and classroom support staff based on the references we take for them and the feedback we receive from schools where they have worked on supply. We request this feedback at the end of each supply booking and at the end of the candidate's first day at your school. Based on your appraisal, and that of other schools, we then prioritise those candidates with the best feedback so that you receive high calibre supply staff in your area on an ongoing basis.

This process also helps us to provide continuity for your pupils. Linking your feedback to our computerised matching software, we immediately know which candidates have already worked at your school and whether you deemed them suitable. Known as 'prioritised continuity candidates' we can then select these candidates as first choice for any future requirements where your need matches the key stage and/or subject specialism of these available teachers.

Our quality control system is an effective way of ensuring supply staff in your area are continuously made available, based on the feedback you and other schools provide us.

Floating Continuity Staff: A major benefit for Catholic School Groups is that it enables us to provide candidate continuity pools so that the same high calibre candidates are provided on an ongoing basis across a group.

Where tuition is recognised as a highly effective Pupil Intervention tactic, we can also supply 'floating tutors' who deliver one-to-one and small group tuition across a number of Catholic School sites. Experience tells us that this can have a significant impact on results, especially with pupils who are behind their expected level of attainment.

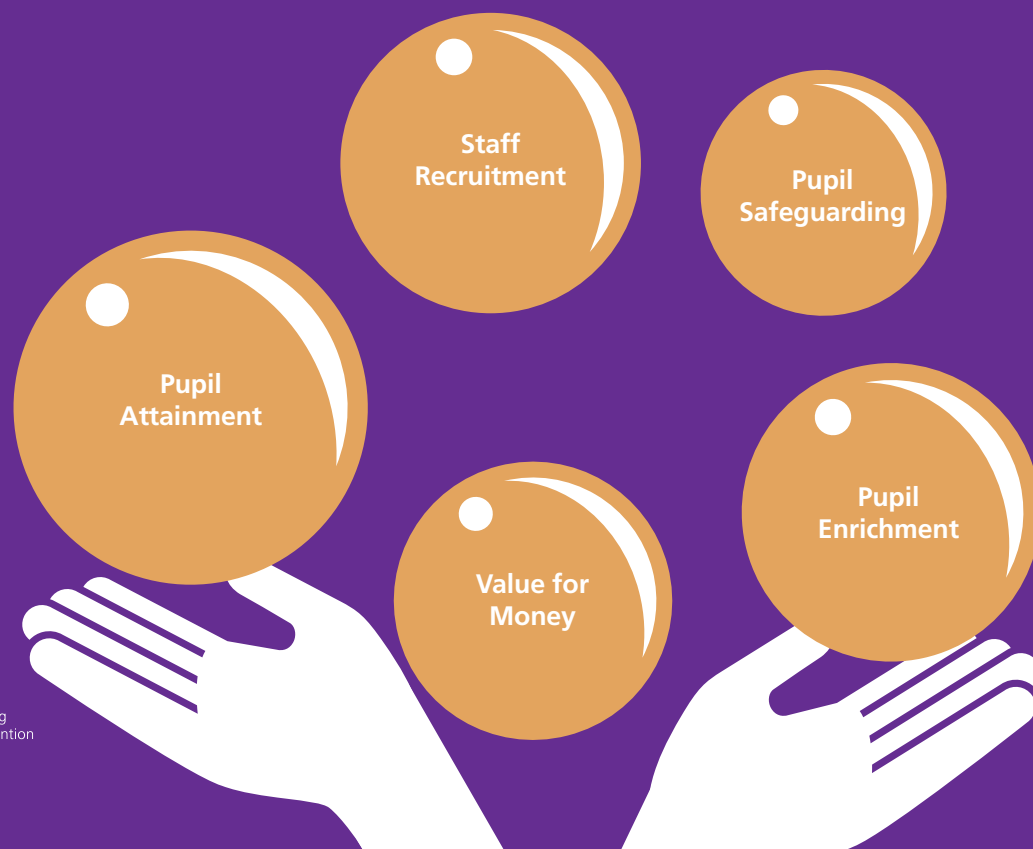
Recognised for leading the way in special needs recruitment, Teaching Personnel maintain an active database of teachers and classroom support staff with the skills, qualifications and experience to support the full range of special educational needs. Where Catholic Schools work in formal or informal federations we can supply specialist SEN staff to work across every school providing a flexible, cost-effective staffing solution that supports the individual needs of your pupils.

Induction for candidates: Where Catholic Schools utilise cover supervisors and other types of classroom support staff, it is not uncommon for applicants for these roles to have little or no experience. At Teaching Personnel we often receive applications from promising individuals like this and are working in partnership with Catholic Schools to deliver intensive induction programmes that help identify the potential of individuals for working in a classroom environment. This approach is providing significant benefit to schools seeking additional support staff who can add value to the whole school.

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Why will Catholic Schools benefit from selecting Teaching Personnel as their Recruitment Partner?

- Recognised as the quality provider of education supply staff - supporting schools in delivering higher levels of pupil attainment across England and Wales
- Delivers value for money through value added services alongside financial savings and rewards
- Strengthens continuity of staff and supports high standards
- Enhanced staff recruitment planning and sourcing of quality candidates required at key and peak times during an academic year
- Dedicated, targeted and ongoing investment in the recruitment of suitable candidates for Catholic Schools - Teaching Personnel has the largest active database of education professionals in the UK
- Promotes whole school and pupil enrichment through value added services
- Promotes pupil safeguarding and safer recruitment in education through Teaching Personnel's unique online Vetting Records Service
- A relationship that strengthens over time – forming partnerships can increase financial savings across groups of schools in the future
- Provides schools with the opportunity to pre-pay for bundles of supply cover. Bundles can help Headteachers and School Business Managers plan and manage their supply budgets
- Able to offer advice and services around how to invest Pupil Premium funding on pupil interventions that are proven to help raise attainment
- Track record of success in providing specialist teachers and support staff for the full range of special educational needs
- Pooling resources - groups of schools can utilise floating SEN specialists between them, for example speech and language specialists or qualified tutors for pupil intervention purposes
- Significant access to management information including free termly service review reports facilitating excellent recruitment planning activities
- Free Pupil Premium Investment Reports after every intervention assignment - helping you meet your obligations around Pupil Premium reporting for parents and Ofsted
- Dedicated National Catholic Liaison Manager available to School Leadership Teams. Our Catholic Liaison Manager monitors and evaluates the service we provide and explores ongoing opportunities to benefit Catholic Schools across England and Wales



Preferential Charge Rates

Between and Teaching Personnel:

Teaching Personnel commits to the following daily charge rates on a trial basis

Short-Term
(bookings under 30 days)

Teachers: £
Classroom Support Staff: £
Cover Supervisors: £

Permanent Contract Solutions

Teaching Personnel commits to:

Advertising

Teaching Personnel commits to providing **FREE vacancy advertising** for all relevant vacancies on www.teachingpersonnel.com and on various job boards across the UK and Ireland

Free Trial Days

Teaching Personnel will provide shortlisted candidates for **FREE supply trial days** so you can ascertain their suitability for the role

Permanent Placement Fees

Schools can opt for a percentage placement fee based on the candidate's annual salary. This will be %

Temp to perm options available upon request

The above rates will be reviewed in _____ and are subject to the client school meeting Teaching Personnel's standard terms of business.

Contact Us

Teaching Personnel's Local Branch Network

East

Cambridge 01223 393597

London

Brent & Barnet Primary 020 8832 1960
 Croydon Primary 020 8605 2632
 Ealing 020 8832 1960
 Lambeth Primary 020 8605 2631
 London Central Primary 020 7593 3076
 London North East Primary 020 7593 3071
 London North East SEN 020 7593 3078
 London North Secondary 020 7593 3073
 London North West SEN 020 7593 3074
 London South East Primary 020 7593 3075
 London South Secondary 020 7593 3077
 London South SEN 020 7593 3070
 London West Central Primary 020 7593 3088
 London West Primary 020 8982 3553
 Wimbledon Primary 020 8944 1088

Midlands

East Midlands Primary 0115 845 6405
 East Midlands Secondary 0115 845 6408
 East Midlands SEN 0115 845 6409
 Midlands Primary 0116 201 4494
 Midlands SEN 0116 201 4494
 Northants & Counties Primary 01604 521208
 Northants & Counties Secondary 01604 521222
 Northants & Counties SEN 01604 521215

North East

Teesside Primary 0191 223 5072
 Tyne Tees Secondary 0191 223 5074
 Tyne & Wear Primary 0191 223 5070
 Tyne Tees SEN 0191 223 5073

North West

Liverpool 0151 244 5430
 Manchester Central Primary 0161 242 1796
 Manchester East Primary 0161 242 1790
 Manchester North Secondary 0161 242 1797
 Manchester SEN 0161 242 1798
 Manchester South Secondary 0161 242 1794
 Manchester West Primary 0161 242 1792
 Manchester West Secondary 0161 242 1799
 Preston Primary 01772 842154
 Preston Secondary 01772 842152
 Preston SEN 01772 842155

South East

Brighton Primary 01273 862430
 Brighton Secondary & SEN 01273 862431
 Chelmsford 01245 206760
 Dorset Primary 01202 297744
 Dorset Secondary 01202 292696
 Dorset SEN 01202 558848
 Hampshire Primary 023 8083 6649
 Hampshire Secondary 023 8033 1441
 Hampshire SEN 023 8083 6648
 Kent 01622 920701
 Kent Secondary 01622 920702
 Thames Valley & Surrey Primary 0118 907 2686
 Thames Valley & Surrey Secondary 0118 907 1341
 Thames Valley North SEN 0118 907 1532
 Thames Valley South SEN 0118 907 1531

South West

Bristol Primary 0117 920 0040
 Bristol Secondary & SEN 0117 920 0042
 Cornwall Primary 01872 250123
 Cornwall Secondary & SEN 01872 250120
 Exeter 01392 267288

Yorkshire & The Humber

Hull & Lincoln Primary 01482 312040
 Hull & Lincoln SEN 01482 312042
 Hull Secondary 01482 312046
 Lincoln Secondary 01522 539432
 Leeds & Bradford Primary 01274 734571
 Leeds & Bradford Secondary 0113 224 0232
 Leeds & Bradford SEN 0113 224 0234
 Sheffield North Primary 0114 241 3340
 Sheffield South Primary 0114 241 3343
 Sheffield Secondary 0114 241 3341

Wales

South Wales Primary 029 2066 0270
 South Wales Secondary 029 2066 0276
 South Wales SEN 029 2066 0270

All other locations

08456 744 844