



1:1

Teaching Assistant

Recruitment Pack

St James’ C of E Primary School

8th July 2024

Dear Applicant

Thank you for your interest in our vacancy.

The closing date for completed applications is noon on Monday 15th July 2024. Interviews are scheduled to take place on Wednesday 17th July 2024.

To submit your application please email the completed form to admin@st-jamespri.dgat.org.uk.

Yours sincerely

Caryn Smith

Head Teacher

The Diocese of Gloucester Academies Trust is committed to safeguarding and promoting the welfare of children and young people and expects all staff to share this commitment. An enhanced DBS check is required for the successful candidate.

# Job Description

Job Title: 1:1 Teaching Assistant

Responsible to: Class Teacher/Head Teacher

## Line Management: Class Teacher

Overall Purpose of this post

### Duties

This job description describes in general terms the normal duties which the post-holder will be expected to undertake. However, the job or duties described may vary or be amended from time to time without changing the level of responsibility associated with the post.

### Teaching and learning

1. Assist in the educational and social development of pupil/s under the direction and guidance of the class teacher.
2. Provide support for the individual pupil and groups of pupils as appropriate both inside and outside the classroom, helping them to make good progress.
3. Assist in the implementation of Individual Education Programmes for pupil
4. Work with other professionals such as advisory teachers, educational psychologists, as necessary
5. Assist class teachers with maintaining pupil records

### Administrative duties

1. Support the class teacher in photocopying, display and other tasks in order to support the teaching of pupil
2. Undertake other duties connected with education of pupils from time to time as the head teacher requires

### Standards and quality assurance

1. Support the aims and ethos of the school
2. Set a good example in terms of dress, punctuality and attendance
3. Attend team and staff meetings as required
4. Undertake professional duties that may be reasonably assigned by the head teacher
5. Be proactive in matters relating to health and safety and committed to safeguarding pupils

## Other

The current main duties and responsibilities of this post are outlined in this job description. The list is not intended to be exhaustive. The need for flexibility, shared accountability and team working is required. The post-holder is expected to carry out any other related duties that are within the employee's skills and abilities, commensurate with the post’s banding and whenever reasonably instructed.

It is the practice of the Diocese of Gloucester Academies Trust to review job descriptions annually to ensure that they relate to the role as then being performed or to incorporate whatever reasonable changes that have occurred over time or are being proposed. This review will be carried out by the Trust in consultation with the post-holder before any changes are implemented. The post-holder is expected to participate fully in such discussions and implementation. [to change as appropriate]

# Person Specification

Essential Desirable

## Personal Values

Committed to actively promoting the Christian ethos and X

values of the academy   
Committed to the Academy vision X

## Qualifications

* Essential: Experience of working with children

NVQ level 3 (or working towards) in children’s learning and development (or similar course)

Knowledge/Experience

* Essential: An understanding of the needs of children as they develop socially and academically.

* Desirable: Knowledge of the needs of children with special educational needs

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| Personal Qualities  Friendly and approachable with strong  written and oral communication skills    Well-motivated with the ability to use his/her own initiative  Excellent organisational skills and attention to detail  Flexible and co-operative team worker  Reliable and punctual  Able to work efficiently and accurately under pressure and to prioritise tasks  Confident in dealing with a variety of stakeholders  Professional and honest | X  X  X  X X X  X  X |
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## Additional Requirements

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| A DBS will be required prior to appointment | X |
| Good health and attendance record | X |
| Excellent and unequivocal references | X |
| Current driving licence and personal transport | X |
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**Background Information**

The Diocese of Gloucester Academies Trust (DGAT) is a Multi-Academy Trust established by the Diocesan Board of Education (DBE) in 2012 to serve schools from across the County. There are currently twenty primary and one infant school within the Trust. Twenty of the schools have Church of England schools designation.

The Trust is happy to work with schools that are exploring academy conversion and intends to continue to welcome more schools to our family.

***Our vision is to enable all to flourish.***

Our vision is rooted in our Christian foundation and our belief that all within our family should experience life in all its fullness.

**Our aims are to be:**

* Authentically Christian
* Boldly passionate about excellence in learning
* Relentlessly driven in our aspiration for everyone

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**Our core principles:**

* We aspire to be the best we can be in an ever-changing environment - providing opportunities for all to flourish
* Within our DGAT family we cherish everyone as individuals; appreciating and celebrating diversity
* We act with integrity; we are open to challenge and we are reflective about our practice
* We treat everyone with dignity and respect
* Through collaboration, in a nurturing community, we grow, learn and achieve

***School is Trust and Trust is School***

In order to support the Trust’s academies, DGAT provides the following support:

* School Improvement
* Christian Character
* HR and Legal
* Finance and Business
* Premises and Insurance
* Compliance and GDPR