



THE DIOCESE  
OF GLOUCESTER  
ACADEMIES TRUST  
*unlocking potential*



1 to 1 Teaching Assistant  
Recruitment Pack  
St Mary's CE Primary School





Dear Applicant,

Thank you for your interest in the post of 1 to 1 Teaching Assistant at St Mary's CE Primary School.

St Mary's CE Primary School is part of a wider family of schools. Originally established in 2012 as one of the first Diocesan Multi-Academy Trusts, The Diocese of Gloucester Academies Trust is now recognised as a successful and growing Trust. There are currently 24 primary schools within the Trust family, including 22 church schools and two community schools.

I hope the information enclosed in this pack, along with the job description and person specification will provide you with a helpful context for this role. You may also find our school website [www.stmarystetbury.com](http://www.stmarystetbury.com) and the Trust website - [www.dgat.org.uk](http://www.dgat.org.uk) - useful sources of information.

If you would like an informal chat to inform your decision about applying for the role I would be pleased to hear from you. I'm sure you will find that we have much to offer. Details of how to contact me can be found on page three of this pack.

The closing date for completed applications is midday on Thursday 20<sup>th</sup> March 2025. The interview date is still to be confirmed.

To submit your application please email the completed form to [senco@st-marys.dgat.org.uk](mailto:senco@st-marys.dgat.org.uk) before the closing date.

Yours faithfully

Signature

*Judith Selwood*

Sendco



The Diocese of Gloucester Academies Trust seek to appoint an

### **1 to 1 Teaching Assistant**

We are seeking capable and enthusiastic teaching assistants to support individual children across KS1 and KS2.

The ideal candidate would be someone who will be able to:

- be genuinely committed to developing caring and trusting relationships and supporting pupils with specific needs in accessing their education;
- motivate and encourage the pupil;
- be calm patient and adaptable;
- work in class to support teaching and learning;
- implement intervention programmes;
- assist with providing verbal/ written feedback as appropriate;
- has good communication skills;
- be able to support the Christian ethos of the school

We can offer you:

- a role within a nurturing, caring and supporting school.
- an experienced team of professionals to provide support and advice.
- a school which makes informed decisions supported by Christian values.
- a position within a thriving, forward thinking trust.
- professional development opportunities.
- employee wellbeing assistance.

We have two posts available, both of which are temporary posts linked to individual children.

Post 1 – This is a part-time post for 20 + 7.5 hours per week (8:45 -12:15 each morning and 1:15 – 3:15 each afternoon.) This post is offered with an annual salary of £17,301 to £18,160 depending on experience, on a temporary basis.

Post 2 – This is a part-time post for 18.75 hours per week (8:45 -12:30 each morning). This post is offered with an annual salary of £11,795 to £12,381 depending on experience, on a temporary basis.



Further details and an application form can be downloaded from the vacancy area of our website [www.stmarystetbury.com/vacancies](http://www.stmarystetbury.com/vacancies)

If you would like an informal conversation about the role, please contact Judith Selwood on 01666 502275 or email [senco@st-marys.dgat.org.uk](mailto:senco@st-marys.dgat.org.uk)

Closing date for applications is midday on Thursday 20<sup>th</sup> March 2025.

**Other information that might help you decide if this is the role for you**

Usual working days and times:	<p>Post 1 - 20 + 7.5 hours per week (8:45 - 12:15 each morning and 1:15 – 3:15 each afternoon).</p> <p>Post 2 - 18.75 hours per week (8:45 -12:30 each morning).</p>
Work environment	Classroom, playground, sensory space, dining hall and individual learning spaces.
Dress code:	Smart casual. All staff are expected to be dressed smartly and appropriately at all times. PE kit can be worn during sports sessions. Staff may purchase St Mary’s hoodies and polo shirts.
Employee benefits:	<p>Free and confidential employee assistance programme available 24/7</p> <p>High quality professional development – please see the DGAT Continuous Professional Development and Learning Brochure for more information here: <a href="https://www.dgat.org.uk/cpdl-and-events">https://www.dgat.org.uk/cpdl-and-events</a></p> <p>A range of clear and supportive policies.</p> <p>An annual wellbeing survey and access to an online wellbeing toolkit.</p>



Please note:

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. The Trust also requires consent from applicants to carry out online searches of publicly available information, including social media, prior to interview.

All posts are subject to satisfactory references.



## **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-one primary, one junior and two infant schools within the Trust. Twenty-two of the schools have Church of England 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

### ***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 our family of schools, DGAT provides the following support:

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

## Job Description

Job Title:	I to I Teaching Assistant
Responsible to:	Headteacher &/or Senior Leaders
Line Management:	N/A
Contract Type:	Temporary

## Overall purpose of this post

To work under the guidance of teaching/senior staff to undertake work/support programmes to enable access to learning for pupils and to assist the class teacher in the management of pupils in the classroom. Work may be carried out in the classroom or outside the main teaching area.

	<b>Support for pupils</b>
	<ul style="list-style-type: none"> <li>• Supervise and provide particular support for pupils, including those with special needs, ensuring their safety and access to learning activities.</li> <li>• Assist with the development and implementation of My Plan/Behaviour Plans and Personal Care programmes.</li> <li>• Establish constructive relationships with pupils and interact with them according to individual needs</li> <li>• Promote the inclusion and acceptance of all pupils</li> <li>• Encourage pupils to interact with others and engage in activities led by the teacher</li> <li>• Set challenging and demanding expectations and promote self-esteem and independence</li> <li>• Provide feedback to pupils in relation to progress and achievement under guidance of the teacher</li> </ul>
	<b>Support for Teachers</b>
	<ul style="list-style-type: none"> <li>• Create and maintain a purposeful, orderly and supportive environment, in accordance with lesson plans and assist with the display of pupils' work</li> <li>• Use strategies, in liaison with the teacher, to support pupils to achieve learning goals</li> <li>• Assist with the planning of learning activities</li> <li>• Monitor pupils' responses to learning activities and accurately record achievement and/or progress as directed</li> <li>• Provide detailed and regular feedback to teachers on pupils' achievement, progress, problems etc.</li> </ul>

	<ul style="list-style-type: none"> <li>• Promote good pupil behaviour, dealing promptly with conflict and incidents in line with established policy and encourage pupils to take responsibility for their own behaviour</li> <li>• Establish constructive relationships with parents/carers under guidance from the class teacher.</li> <li>• Undertake routine marking of pupils' work</li> <li>• Provide clerical/admin. support e.g. photocopying, typing, filing, money, administer coursework etc.</li> </ul>
	<b>Support for the curriculum</b>
	<ul style="list-style-type: none"> <li>• Undertake structured and agreed learning activities/teaching programmes, adjusting activities according to pupil responses</li> <li>• Undertake programmes linked to local and national learning strategies e.g. literacy, maths, and early years recording achievement and progress and feeding back to the teacher</li> <li>• Support the use of ICT in learning activities and develop pupils' competence and independence in its use</li> <li>• Prepare, maintain and use equipment/resources required to meet the relevant learning activity and assist pupils in their use</li> </ul>
	<b>Support for the school</b>
	<ul style="list-style-type: none"> <li>• Be aware of and comply with policies and procedures relating to safeguarding, child protection, health, safety and security, confidentiality and data protection, reporting all concerns to an appropriate person</li> <li>• Be aware of and support difference and ensure all pupils have equal access to opportunities to learn and develop</li> <li>• Contribute to the overall ethos/work/aims of the school</li> <li>• Appreciate and support the role of other professionals</li> <li>• Attend and participate in relevant meetings as required</li> <li>• Participate in training and other learning activities and performance development as required</li> <li>• Assist with the supervision of pupils out of lesson times, including before and after school and at lunchtime</li> <li>• Accompany teaching staff and pupils on visits, trips and out of school activities as required and take responsibility for a group under the supervision of the teacher</li> </ul>





## **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 their skills and abilities, commensurate with the post's banding and whenever reasonably instructed.

Diversity, equity, and inclusion are at the core of who we are. Our commitment to these values is central to our vision and to our impact. We know that having varied perspectives that are representative of the communities we serve helps generate better ideas to solve the complex problems of a changing and increasingly diverse world.

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.

## Person Specification

	Essential	Desirable
<b>Personal Values</b>		
Committed to actively promoting the Christian ethos and values of the school	X	
Committed to the school's vision	X	
<b>Qualifications</b>		
NVQ 2 or above	X	
Training in supporting individuals and group	X	
Maths and English <u>Grade C or above</u> in GCSE/O level	X	
Trained in delivering phonics interventions		X
First aid		X
<b>Experience</b>		
Experience working with pupils with differing needs, including cognition and learning needs.	X	
The ability to support a child in developing their social skills and emotional understanding.	X	
Experience and knowledge of the KS1 and KS2 curriculum.		X
The ability to adapt tasks to suit individual pupils' needs.	X	
The ability to help deliver and create individual learning programmes in liaison with the class teacher and SENDCo.	X	
<b>Personal qualities</b>		
Good written and oral skills	X	
Well-motivated with the ability to use own initiative	X	
Excellent organisational skills and attention to detail	X	
Able to work within a team	X	
Reliable and punctual	X	

	<b>Essential</b>	<b>Desirable</b>
Able to work efficiently and accurately under pressure and to prioritise tasks	<b>X</b>	
Confident in dealing with a variety of stakeholders	<b>X</b>	
Professional and honest	<b>X</b>	
<b>Additional Requirements</b>		
Prepared to support a child with varying needs under the direction of a teacher.	<b>X</b>	
Prepared to work 1 to 1 or with a small group on intervention programmes outside the classroom.	<b>X</b>	
Prepared to support the pupil at playtimes/lunchtimes as necessary.	<b>X</b>	