



THE DIOCESE  
OF GLOUCESTER  
ACADEMIES TRUST  
*unlocking potential*

## Teaching Assistant

Recruitment Pack

Coaley CofE Primary School



The Diocese of Gloucester Academies Trust seek to appoint a  
**Teaching Assistant at Coaley CofE Primary School**

We are seeking to appoint a part-time Teaching Assistant to support the classroom teacher with their responsibility for the development and education of the pupils.

The successful candidate will ideally have experience of working in a school setting and be able to fulfil the essential requirements of the selection criteria including being organised, positive and friendly.

The post is offered as a salary of either Scale 3 p4-6 (£21 189-21 968 pro rata).

This is a Permanent part-time post for 24.91 hrs per week, term time only, including Inset days, for 39 weeks per year including Inset Days. Hours are as follows

Monday	8.35am to 3.20pm
Tuesday	8.35am to 1.20pm
Wednesday	8.35am to 1.20pm
Thursday	8.35am to 1.20pm
Friday	8.35am to 1.20pm

Starting date of the post is Monday 8<sup>th</sup> January 2024.

If you would like an informal conversation about the role please contact Richard Lucas on 01453 890358 or email [admin@coaley.gloucs.sch.uk](mailto:admin@coaley.gloucs.sch.uk)

Closing date for applications **midday on 20th November 2023.**

Interviews will be held on **Wednesday 29<sup>th</sup> November 2023.**

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:** Teaching Assistant

**Line Management:** Mr Richard Lucas

**Contract Type:** Permanent

### Relationships:

The post holder is responsible to the Executive Headteacher for his/her duties and responsibilities. The post holder should interact on a professional level with colleagues and seek to establish and maintain productive relationships with them in order to promote mutual understanding with an aim to improving the quality of teaching and learning in the school.

### Purpose of the Job:

To work under the instruction/guidance of teaching/senior staff to support the children's educational development within a specific class.

### Key Tasks:

#### Support for Pupils

- Under the direction of the class teacher deliver educational programmes to individuals/small groups of children within the class or in break-out areas designated for the year group you are working in.
- Establish constructive relationships with pupils and interact with them according to individual needs.
- Promote the inclusion and acceptance of all pupils.
- When required by the class teacher attend to the pupils' personal needs, including medical procedures (if you have the correct level of training)
- When required by the class teacher support pupil's personal programmes such as social, health, physical, hygiene, first aid and welfare matters;
- Supervise and support pupils ensuring their safety and access to learning;
- Under the direction of the class teacher encourage pupils to interact with others and engage in activities during lessons and/or small groups.
- Set challenging and demanding expectations and promote self - esteem and independence.
- Under the direction of the class teacher provide feedback to pupils in relation to the progress and achievement under guidance/instruction of the teacher/senior staff.

#### Support for Teachers/Senior Staff

- Under the direction of the class teacher ensure the space you are working is maintained in a purposeful, orderly and supportive environment. E.g. displays, work surfaces, children's work areas...etc
- In close liaison with the class teacher use strategies to support pupils to achieve targets set by teachers.
- Under the direction of the class teacher support the learning of individuals or small groups either within the class or when asked use break-out areas.
- Monitor pupils' responses to learning activities and when required by the class teacher record achievement/progress.

- When required by the class teacher provide detailed feedback to class teacher on pupils' achievement, progress, problems etc.
- Support with assessment as directed by the class teacher
- 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
- Establish constructive relationships with parents/carers
- Undertake routine marking of pupils' work when required by the class teacher
- Support with photocopying / filing etc.

### **Support for the Curriculum**

- Under the direction, discussion and explanation from the class teacher teach individuals and/or small groups following the agreed learning activities/teaching programmes provided by the class teacher.
- Undertake programmes linked to the schools needs recording achievement and progress and, when needed, feed back to the class teacher
- Support the use of ICT in learning activities and develop pupils' competence and independence in its use
- Support the class teacher by ensuring the use equipment/resources required to meet the lesson plans/relevant learning activity and are available.

### **Support for the School**

- Be aware of and comply with policies and procedures relating to child protection, health, safety and security, confidentiality and data protection, reporting all concerns to an appropriate person. Be supportive of the school's Christian ethos.
- Be aware of and support 'difference' and ensure all pupils have equal access to opportunities to learn and develop.
- Contribute to the overall ethos/work/aims of the school.
- Appreciate and support the role of other professionals.
- Attend and participate in relevant meetings as required.
- Participate in training and other learning activities and performance development as required.
- Assist with the supervision of pupils out of lesson times, including before and after school.
- 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.

This job description sets out the main duties of the post at the date when it was drawn up. Such duties may vary from time to time without changing the general character of the post or level of responsibility entailed. Such variations are a common occurrence and cannot of themselves justify a reconsideration of the grading of the post.

## Person Specification

ATTRIBUTES	ESSENTIAL	DESIRABLE
EXPERIENCE	Experience of working with primary aged pupils	Experience of working as a TA in a Primary School for a minimum of 1 year
QUALIFICATIONS AND TRAINING	Basic skills in Numeracy and Literacy, (GCSE Grade C or equivalent)	NVQ Level 3 qualification in Supporting Teaching and Learning in Schools or equivalent childcare qualification
DISPOSITION, ATTITUDE	<p>Commitment to every child making progress at an appropriate pace.</p> <p>Calm and friendly manner towards all children in all circumstances.</p> <p>Suitability to work with children. The post holder must have Enhanced DBS. Clearance to carry out this role and be responsible for the promoting and safeguarding the welfare of children s/he is responsible for, or comes into contact with.</p>	
APTITUDE AND ABILITIES	<p>Ability to work flexibly as a member of the team.</p> <p>Commitment to the importance of a high quality education for all children.</p> <p>Good level of personal presentation, time management skills and attendance.</p>	

## 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

### ***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