



THE DIOCESE
OF GLOUCESTER
ACADEMIES TRUST
unlocking potential



1:1 Teaching Assistant
Recruitment Pack
St Mary's CEVA Primary School





Dear Applicant,

Thank you for your interest in 1:1 Teaching Assistant position at St. Mary's CE Primary School, Tetbury, Gloucestershire.

We are delighted you are interested in this vacancy at our school and would be very pleased to answer any questions you may have.

St. Mary's is a two-form entry Church of England Primary School and is the only school serving the town of Tetbury. Situated in the heart of the town, we enjoy the full support of our community and families. We are a happy and thriving school and our pupils are eager to learn and full of fun and energy and our staff make up a friendly, supportive and welcoming team.

The closing date for completed applications is midday day on **Wednesday 7th February 2024**. Interviews are provisionally scheduled to take place on Thursday 21st February 2024

To submit your application please email the completed form to judith.selwood@st-marys-tetbury.gloucs.sch.uk before the closing date.

Yours faithfully.

JE Selwood
SENDCo



The Diocese of Gloucester Academies Trust seek to appoint a

1:1 Teaching Assistant

We are seeking a capable and enthusiastic teaching assistant to support a child with children with Communication and learning needs.

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.

The post is paid at Grade 5 – Point 11 to Point 14 (depending upon experience), annual salary £12,638 to £13,299. This is a part-time, temporary post linked to a particular child.

21 hours per week (8:45 -12:15 each morning and Mon, Tue 1:15- 2:30 and Wed 1:15- 2:15), working in KSI.

Further details and an application form can be downloaded from the vacancy area of our website www.stmarystetbury.com

If you would like an informal conversation about the role please contact Judith Selwood on 01666 502275 or email judith.selwood@st-marys-tetbury.gloucs.sch.uk Closing date for applications is **7th February 2024**.



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: I:I Teaching Assistant

Responsible to: Headteacher, and /or senior leader / SENDCo / Class Teacher

Line Management: SENDCo

Contract Type: Temporary – Linked to the child.

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 a specific pupil 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.

Support for pupil/s

- Supervise and provide particular support for pupils, including those with special needs, ensuring their safety and access to learning activities.
- Enable children to feel safe in school, respond to individual needs and adapt accordingly in a positive way.
- Assist with the development and implementation of individual outcomes
- Promote the inclusion and acceptance of all pupils
- Encourage pupils to interact with others and engage in activities led by the teacher
- Set challenging and demanding expectations and promote self-esteem and independence
- Provide feedback to pupils in relation to progress and achievement under guidance of the teacher

Support for Teachers

- Create and maintain a purposeful, orderly and supportive environment, in accordance with lesson plans and assist with the display of pupils' work
- Use strategies, in liaison with the teacher, to support pupils to achieve learning goals
- Assist with the planning of learning activities
- Monitor pupils' responses to learning activities and accurately record achievement and/or progress as directed
- Provide detailed and regular feedback to teachers on pupils' achievement, progress, problems etc.

- 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
- Administer routine tests and invigilate exams and undertake routine marking of pupils' work
- Provide clerical/admin. support e.g. photocopying, typing, filing, money, administer coursework etc.

Support for the curriculum

- Undertake structured and agreed learning activities/teaching programmes, adjusting activities according to pupil responses
- Undertake programmes linked to the national curriculum - recording achievement and progress and feeding back to the teacher
- Support the use of ICT in learning activities and develop pupils' competence and independence in its use
- Prepare, maintain and use equipment/resources required to meet the relevant learning activity and assist pupils in their use

Support for the school

- Be aware of and comply with policies and procedures relating to safeguarding, health, safety and security, confidentiality and data protection, reporting all concerns to an appropriate person
- 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 and at lunchtime
- 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

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.



Person Specification

	Essential	Desirable
Personal Values		
Committed to actively promoting the Christian ethos and values of the academy	X	
Committed to the Academy vision	X	
Qualifications		
<u>Essential</u>		
• NVQ 2 or above	X	
• Training in supporting individuals and group	X	
• Maths and English Grade C or above in GCSE/O level	X	
• Trained in delivering phonics interventions		X
• First aid		X
Experience		
• 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 KSI 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	
Aptitudes and Abilities		
• To be able to support a pupil with varying needs under the direction of the class teacher	X	
• To work 1:1 or with a small group on intervention programmes outside the classroom	X	
• Have excellent literacy, numeracy, ICT and oral communications skills.	X	
• Ability to foster independence in pupils	X	
• Prepared to support the pupil at playtimes/lunchtimes as necessary.	X	



Personal Qualities

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

Additional Requirements

- 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



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/infant schools within the Trust.

The vision and ethos of the Trust

The vision of the Diocese of Gloucester Academies Trust (DGAT) is to provide children of all faiths and none with excellent educational provision which transforms lives within a caring and supportive Christian ethos.

In achieving this vision, DGAT works with academies which realise the benefits of a collaborative approach to sustaining and developing excellent educational provision. The Trust has therefore adopted a collegiate approach to developing communities of learning, designing flexible models of working which fully utilise the expertise which exists within its schools and in its centrally employed staff. It is an expectation of the Trust that all DGAT academies will play an active role in sharing best practice and learning from one-another, as well as being outward facing and engaging with the wider local and national educational agenda.

The ultimate aim of the Trust is to build sufficient capacity within its academies to be self-supporting in order to be fully responsible and accountable for transforming pupil outcomes.

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